

# ORLEY FARM SCHOOL



## LATE OR UNCOLLECTED PUPIL PROCEDURE

(Whole School Including EYFS)

<b>First Issued:</b>	October 2010	<b>Next Review:</b>	Autumn Term 2028
<b>Last Reviewed:</b>	Autumn Term 2025	<b>Version:</b>	6.1
<b>Responsible:</b>	CTA and SLT		

### **Late Classes:**

- In Pre-Prep, Late Class runs from 15:00 – 17:30 each evening and is held in a classroom in the Pre-Prep. There are lists for parents of Pre-Prep pupils to sign up for use of this facility on Evolve. A register is kept and charges are added to the end of term bill.
- The Middle School Late Study class runs in the Davies Library from the end of their school day until 17:30.
- The Upper School Late Study class runs in the Davies Library from 16:30 until 17:30.
- Any pupil still in school at 17:30 is brought to Butler Hall where they will be supervised by a member of the SLT.
- Charges do apply for certain services, please see [HERE](#) for further details.

### **Late or Uncollected Pupils**

If a parent does not collect a pupil at the expected time, they will be put into the relevant Pre-Prep, Middle or Upper School Late Class. If the pupil has still not been collected by 17:30 the Late Class staff will pass the pupil onto a member of the Senior Team who will be responsible for contacting the parent and looking after the pupil until the parent or named person arrives. Charges are applied from 17:30 for this service. Late, late class (post 17.30) usually takes place in Butler Hall.

*The School Nurse is on site until 17:30. Should there be EYFS pupils on site after this time, a member of staff with a Paediatric First Aid qualification will be available.*

### **Collection of Pupils**

At no time will a member of staff allow a pupil to go home with any person, other than the usual collecting adults, without first having been informed by the parent, either verbally through a telephone message, an email or through a written message in the pupil's diary.

Middle School pupils can collect siblings from Pre-Prep on the way to drive through. If parents do not pick up through drive through, the Middle and Upper School pupils take the Pre-Prep pupils back to Late Class before attending Late Class in the Davies Library.

Pupils in Upper School may use public transport or walk home if parents have given written permission alongside the school's discretion. This written permission can extend to younger siblings, from Year 3, who are accompanied by an older sibling who is in Year 7 or 8.

### **Collection from Away Matches**

Parents wishing to collect their child from an away venue or permitting their child to be collected by another adult, should notify the Team Manager by email before 10:00 on the day of the match or through Evolve match notifications. Without this permission, the pupil will travel back to school.