



LATE OR UNCOLLECTED CHILD PROCEDURE

(Whole School Including EYFS)

First Issued:	October 2010	Next Review:	Summer Term 2022
Last Reviewed:	Summer Term 2019	Version:	4.0
Responsible:	Deputy Head and SMT		

Late Classes:

- In the 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 children to sign up for use of this facility. A register is kept and charges are added to the end of term bill.
- In the Middle School this class runs from the end of their School day. They are then taken to the Davies library until 16.30 where parents can pick them directly. After 16.30, they are taken to the MS library until 17.00. A parent wishing to pick their child up goes to the school office and the child is brought down to the office. After 17.30, the children are brought down to the Davies Library until 18.00. Parents are charged for pick up post 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 the Davies Library where they will be supervised by a member of the SLT.
- Charges do apply for certain services, please contact the Bursary for further details.
- In Middle and Upper School, pupils are expected to know their arrangements, these are confirmed during the form period at the end of the day.

Late or Uncollected Children

If a parent does not collect a child at the expected time, their child will be put into the relevant Pre-Prep, Middle or Upper School Late Class. Depending on the age of the child either, a member of staff /child will then try to contact the parents to check if there is a problem. The parents will be informed that their child is in the Late Class. If the child has still not been collected by 17:30 the Late Class staff will pass the child onto a member of the Senior Team who will be responsible for contacting the parent and looking after the child 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 the Davies Library.

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

Collection of Children

At no time will a member of staff allow a child 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, which is recorded, an e mail or through a written message in the child's diary.

Children 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 e mail before 10:00 on the day of the match.

Without this, the child will travel back to school.