

New Marston Late collection policy

To enable staff to attend training, meetings and carry out essential marking and lesson preparation after school, we have developed a policy to ensure the timely collection of children.

This policy applies to those who do not have pre-arranged agreement with After School Club.

After school collection

- The normal school day operates between the hours of 8.55am and 3.15pm.
- If children are not collected by 3.25pm from their classroom, they are sent to the office.
- If your child is not collected by 3:30pm, they go to After School Club. You will be charged for this session.
- We will try to contact you before 4pm and if we do not hear from you, at 4.15pm our policy is to contact the police or MASH.

Clubs

- Enrichment clubs operate after school from 3:30-4:15pm or 4:30pm.
- If you do not collect your child within 10 minutes of the club finishing time, your child will be sent to After School Club. You will be charged for the session.

After school club

- The After School Club operates between the hours of 3.30pm and 6.30pm. All children must be collected before the clubs close.
- Whilst we appreciate that on occasion you might be delayed, there have been a number of incidents that have resulted in staff having to stay well after their contracted hours.
- In order to cover the additional costs of staff time for staying with the children beyond their contracted hours, a charge of £5 for every 15 minutes will be made.
- If you have not informed the club you will be late, after 6:45pm, the police will be called.

Policy written: May 2019

This policy will be reviewed in May 2021