



Highfield Primary School

Procedures for Late Collections

After School Late Collection

- Class teacher to take responsibility for child until 10 minutes after the end of the school day (3.30pm). If not collected by this time, each child must be signed into the 'Late Collection' folder in the Reception area.
- 3.30pm:- Member of staff on duty to take over responsibility for the children in the Reception area.
- 3.30pm:- If parents have not already contacted the school, then office staff to call parents, then the emergency contacts, of those children still not collected. (Phone calls and times to be logged in office).
- 4pm:- If no contact/response from parents, member of SLT on duty to put all remaining children into After School Club (parents will be charged £7). Senior member of After School Club to inform member of SLT if no space for under 8's, so appropriate action can be taken.
- 4.20pm:- After School Club member of staff to contact member of SLT on duty if any late collected children still remain.
- 4.30pm:- If parents have not been spoken to and agreed to collect child from After School Club ASAP, then member of SLT to contact Children and Families Services on 0208 379-2507. If the child is already known then their social worker should be contacted directly.
- Parent/carer that collects child must sign the child out in the 'Late Collection' folder.

After School Club Late Collection

- 6.00pm:- After School Club staff to call parents. If no contact/response from parents, member of staff to call child's emergency contacts.
- 6.01pm:- Late fee charges commence (fees halved if parents have called prior to 6pm).
- 6.30pm:- Member of staff to contact Children and Families Services Out of Hours Team on 0208 379-1000.

	SLT on Duty
Monday	David Wilson
Tuesday	Helen McGovern
Wednesday	Andy Blount
Thursday	Sarah Shaughnessy
Friday	Maria Kemal

Note to all staff: A record must be kept of times and details of all phone calls and actions (record sheets attached).

Note to SLT: Refer to attached Enfield Policy for necessary paperwork (in office).