



Highfield Primary School



Procedures for Late Collections

After School Late Collection

- Class Teacher to take responsibility for children at the end of the school day. If not a child is not collected fifteen minutes after the finish time stated, please contact your Phase Leader
- Phase Leader will keep the child (and any siblings) with them to minimise mixing chn *outside* Main Reception Area
- If parents have not already contacted the school, DHTs to ask the Office Staff to call parents, then the emergency contacts, of those children still not collected (Phone calls and times to be logged in Office)
- Half an hour after stated collection time:- If no contact/response from parents, Phase Leaders to put all child(ren) into Tea Time Club (Parents will be charged £8)
- Half an hour after drop off to TTC:- Tea Time Club Member of Staff to contact DHTs
- 4.45pm:- If parents have not been spoken to and agreed to collect child from Tea Time Club ASAP, then DHTs to contact Children and Families Services on 0208 379-2507. If the child is already known then their Social Worker should be contacted directly. (Some pupils are unable to attend Tea Time Club due to previously being collected after the Club has closed and these pupils also need to be referred to Children and Families Service)
- Parent/carer that collects child must sign the child out in the 'Late Collection' folder in the Reception Area with the time and reason for lateness

Tea Time Club Late Collection

- 6.00pm:- Tea Time Club Staff to call parents. If no contact/response from parents, child's emergency contacts should be called
- 6.01pm:- Late fee charges commence (fees halved if parents have called prior to 6pm)
- 6.30pm:- If there is no contact from the family then Children and Families Services Out of Hours Team must be contacted on 0208 379-1000 and the Headteacher alerted

Note to all Staff: A record must be kept of times and details of all phone calls and actions (Record Sheets kept in Late Collection Folder in Reception Area).