

LATE/NON COLLECTION OF CHILDREN



It is the aim of The Olive Tree Primary School to provide a quality service for the hours that it operates. However, after this time it is inappropriate for children to be waiting for their parents.

Parents on signing the childcare agreement state that they understand the opening hours and will comply with them.

School times are Monday to Thursday 8.40am to 3.20pm and Friday 8.40am to 12.15pm. All Clubs finish at 4.15pm except Monday, which is 4pm.

If a parent is delayed they must contact and inform the School as soon as possible. The Office staff will try to contact a parent/carer if a child has not been collected on time.

It is our policy that a parent/carer arriving late to collect their child will be given a warning letter on the second offence they will be charged a late pick up fee of £15.

If a child is left beyond the School closing time the following procedure will be followed.

- Two members of staff will remain on the premises.
- One member of staff will attempt to locate the parent/carer.
- If the parent/carer is not contactable then emergency contacts will be called.
- If all attempts fail, the procedure should be repeated at ten minute intervals.

- The Headteacher will be contacted.
- If staff have no success locating parent/carer or emergency contacts and nobody has contacted the school **after 40 minutes**, the Headteacher will contact the safeguarding Children's Board on 01204 334220.
- During this time staff will be careful not to cause undue upset to the child.
- When the parent arrives staff will expect an explanation.

When you register your child at the school you will be provided with a password.

It is important that you remember this and only provide it to the people who will be collecting your child other than yourself. Your child will not be allowed to go if the collecting person is new to the school and does not know the password.

However, if parents agree, a person from the age of 13 years may collect the child after school.

UNDER NO CIRCUMSTANCES WILL A CHILD BE ALLOWED TO DEPART FROM THE SCHOOL UNLESS IT IS WITH A PREVIOUSLY IDENTIFIED AUTHORISED PERSON, HAVE BEEN NOTIFIED BY PARENTS OR A PERSON WHO CAN PROVIDE THE PASSWORD, AND STAFF WILL NOT TAKE A CHILD HOME.