



Bruce Grove Primary and Nursery School

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Headteacher: Janice George

Dear Family

Protocol for dealing with children not collected from school at the end of the school day/activity

Bruce Grove Primary recognises that it has a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with children who are not collected at the end of a school day, or at the end of an authorised activity.

It is the parent/carer's responsibility to ensure that the pupil is collected by a responsible person. The school must be notified as soon as it becomes apparent that the person collecting the child may be late. Bruce Grove Primary will care for a pupil who has not been collected from school, until such a time as he/she has been collected by a parent/carer, or until appropriate, alternative care arrangements have been made.

Children not collected at the agreed end of day times, require additional staffing and resources, the cost of which is outlined below. The school accepts that a variety of emergencies can arise due to unforeseen circumstances and will ensure that the charge is not imposed on the parent where there is a genuine unforeseen emergency.

School Day finishes at 3.30pm. 11.40am for Nursery am and 3.40pm for Nursery pm.

Teachers will remain in the playground until 3.40pm.

Children who are not collected by 3.40pm will be escorted to the Office where the receptionist will register them.

A late fee of £5 will be charged to parents for children who are still in school between 3.45pm – 4.00pm.

A late fee of £8 will be charged to parents for children who are still in school between 4.00 – 4.45pm

Please note the Safeguarding Team is notified of all repeated occurrences of late collection regardless of whether it takes place at school, an enrichment activity or the after-school club.

Children not collected at 4.45pm will be taken to the Wraparound care where the Clubs Manager will supervise them.

The After School Club fee of **£12 per session** will be incurred for each child not collected. This does not mean that the child has a place in this club from that point onwards.

If children are not collected **by 6pm**, parents will **incur an additional payment of £5 for the first 5 minutes after 6pm and £1 per minute thereafter per child.**

In the case of a pupil not being collected and no contact being made, at 6.15pm the school will ring Haringey Safeguarding Team to discuss the concerns and ask for advice.

This will make the Social Care Team aware of the possibility that they may need to make arrangements for the alternative care of the child.

If attempts to contact a parent/carer are still unsuccessful, school and Social Care will jointly take responsibility for arranging a place of safety. This is considered to be a last resort and parent/carers should do their best to ensure that this is not necessary. Social Care will notify the school of the child's placement and provide contact details as appropriate. It will be the intention to return the child to the parents/carers at the earliest opportunity.

We will continue to review our procedures and systems on a regular basis. Do let us know your thoughts on any issues that come to your notice.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J. George'.

Janice George
Headteacher