



St. Peter's
Catholic
Primary School

St. Peter's Catholic Primary School

LATE COLLECTION POLICY

Date Policy Last Reviewed: March 2026

Signed by:

C. Young

Headteacher

Date: March 2026

K. Kent

Chair of Governors

Date: March 2026

Contents

1. Purpose of the Policy	3
2. Scope	3
3. Legal and Regulatory Framework	3
4. Principles and Values	3
5. Definitions	3
6. After School Wraparound Childcare	3
7. Roles and Responsibilities	4
7.1. Parents/Carers	4
7.2. School Staff	4
7.3. Senior Leadership Team (SLT)	4
8. Procedures for Late Collection	4
8.1. Immediate Actions	4
8.2. Actions to be taken after 5-10 minutes	4
8.3. If Parents/Carers Cannot Be Contacted	5
8.4. Persistent Late Collection without notice	5
9. Monitoring and Review	5

1. Purpose of the Policy

This policy sets out St. Peter's Catholic Primary School's approach to managing the late collection of pupils. It aims to ensure the safety, welfare, and wellbeing of all pupils outside normal school hours, provide clear guidance to parents, staff, and other stakeholders, and comply with relevant UK legislation and best practice in safeguarding.

2. Scope

This policy applies to:

- All pupils registered at St. Peter's Catholic Primary School.
- All parents, carers, and guardians responsible for collecting pupils.
- All school staff involved in the supervision of pupils outside normal school hours.

3. Legal and Regulatory Framework

This policy complies with:

- The Children Act 1989 and 2004 (duty to safeguard and promote welfare).
- Working Together to Safeguard Children (latest edition).
- Keeping Children Safe in Education (latest edition).
- Education Act 1996 (duty to provide education and ensure pupil safety).
- Relevant guidance from the Department for Education and local authority safeguarding protocols.

4. Principles and Values

Aligned with our school Mission, Values & Values, this policy:

- Respects and values every pupil's safety and dignity.
- Promotes clear communication and partnership with families.
- Ensures staff act consistently, fairly, and compassionately.
- Reflects our commitment to nurturing a supportive and caring community.

5. Definitions

- Late Collection: When a pupil is not collected within 10 minutes of the end of the school day or agreed collection time for after-school activities or clubs.
- Uncollected Pupil: A pupil who remains on school premises after the designated collection time without a known reason.

6. After School Wraparound Childcare

The school provides extended childcare options to support families and ensure the safety of pupils who cannot be collected at the standard dismissal time on days where the school does not close early. The school reserves the right to cancel sessions based on inclement weather where staying open would affect the safety of staff.

- Standard After-School Club (The Full Circuit): This session runs from 3:15pm to 5:45pm. It provides a safe and supervised environment with activities for pupils until the early evening, and includes a snack.
- Shorter Session (The Pit Stop Crew): This is shorter session for those pupils who do not need a full session and runs from 3:15pm to 4:15pm. This session provides activities, but no snack.

7. Roles and Responsibilities

7.1. Parents/Carers

- Ensure pupils are collected promptly at the end of the school day or after any clubs, tuition or extracurricular activity.
- Inform the school as soon as possible if there will be a delay in collection, providing an estimated time of arrival.
- Provide up-to-date emergency contact details.
- If Parents realise on the day that they will be late, they may pay for pupil to attend the afterschool club by contacting the school office.

7.2. School Staff

- Supervise pupils who are not collected on time in a safe and caring environment.
- Attempt to contact parents/carers between 10 and 15 minutes after the end of the school day or agreed collection time, using all available emergency contacts.
- Record incidents of late collection where no contact is received and inform senior leadership.
- Follow safeguarding procedures if pupils remain uncollected beyond a reasonable time with no contact from Parents/Carers.

7.3. Senior Leadership Team (SLT)

- Monitor and review incidents of late collection with no advance contact from Parents/Carers.
- Provide support and guidance to staff managing late collections.
- Liaise with external agencies if necessary (e.g., social services).
- Communicate with parents/carers regarding persistent late collection.
- Exercise discretion in cases where a significant event affects the collection of multiple pupils or where circumstances warrant a flexible approach to additional charges.

8. Procedures for Late Collection

8.1. Immediate Actions

- Pupils not collected from their classroom exit at the end of the school day will be brought to the school hall.
- Pupils will remain supervised by school staff.

8.2. Actions to be taken after 5-10 minutes

- Pupils not collected within 5-10 minutes of the end of the school day or agreed collection time will be placed in the after-school club.
- A relevant late collection fee for will be applied to parents/carers who do not collect on time (see [Fees & Late Charges](#))
- Staff will attempt to contact parents/carers and emergency contacts if no contact has been received.
- Pupils will be reassured and cared for sensitively during this time.
- In circumstances where a significant event impacts the collection of multiple pupils, or at the discretion of school leadership, additional flexibility may be applied regarding timing and charges.

8.3. If Parents/Carers Cannot Be Contacted (after 30-45 minutes)

- Continue attempts to contact emergency contacts.
- The pupil will be placed into the afterschool club, where the appropriate charge for the relevant session will be applied (either the Pit Stop Session, or the Full Circuit Session).
- If no contact is made within 30 - 45 minutes after the end of the school day, the school will follow safeguarding procedures and may contact social services or the police for additional advice.

8.4. Persistent Late Collection without notice

- The school will contact parents/carers to discuss the reasons for late collection.
- If late collection continues, the school may involve external agencies to ensure the pupil's welfare.

9. Fees & Late Charges

Fees are reviewed annually. Current fees are:

Standard After-School Club (The Full Circuit):

- £12 per pupil per session

Shorter Session (The Pit Stop Crew):

- £3.50 per pupil per session

Late collection fee (up to half an hour after scheduled collection time):

- £2.50 per pupil per event.

10. Monitoring and Review

- The policy will be reviewed annually by the Senior Leadership Team in consultation with governors and staff.
- Records of late collection incidents will be maintained and analysed to identify any trends or concerns.
- The policy will be updated in response to legislative changes, safeguarding guidance, or school needs.