



The Richard Pate School

Policy for Uncollected Children, including EYFS

May 2019

NOTE: The School Fees Schedule states we operate a late room until 16:00 for Prep and Juniors at no extra charge.

Nursery and Prep Department

We expect children to be picked up at the end of the school day at 3.30pm and no later than 4pm.

If parents cannot arrive for their child's collection time they are asked to contact the school office (01242 522086) to let us know they are on their way or if they have arranged for another person to collect.

Any child left after 4.00 p.m. will be taken to After School Club which operates until 5.30 p.m. in the Nursery. Parents will be charged for this. The direct phone line for the Nursery is 01242 531472.

If parents have not arrived or contacted the school by 4.15 pm we will phone them and other named contacts.

Junior Department

We expect children to be picked up at the end of the school day at 3.40pm and no later than 4.10pm.

Any children not collected by 3.55 p.m. will be taken to the late room.

If parents cannot arrive for their child's collection time they are asked to contact the school office (01242 522086) to let us know they are on their way or if they have arranged for another person to collect. After 4.30pm please phone the Nursery direct line on 01242 531472.

Junior children after 4.10 p.m. are taken to After-School Club which operates until 5.30 p.m. Parents will be charged for this.

After 4.15 pm the school office will try to make contact with parents.

After- School Club

All children should be collected by 5.30 p.m.

At 5.30 p.m. any uncollected children will be taken to the front reception area where a designated member of SLT will be on duty. That member of SLT will supervise those children. The member of SLT will make every effort to contact parents using all available numbers.

A late collection charge will be levied to parents collecting after 5.40pm. Parents incurring 3 late charges within one term will not be entitled to use the facility for a term.

If no contact has been made with parents by 6.00 p.m. staff will remain in school with the child and advice will be sought from social services.