



# ***Leadgate Primary School***

## **Late Collection Policy**

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### **Procedure for dealing with the event of a parent failing to collect a child.**

If a child has not been collected 15 minutes after the end of a session\*, including Nursery finish at 12 o'clock Wednesday, and the parent or carer has not forewarned the school that this is likely to be the case, then a phone call will be made to the home address of the person (with parental responsibility – including foster carers) due to collect the child and the Late Collection policy will come into effect.

If there is no answer, then further attempts to contact the parents or designated persons will be made via any mobile or work numbers held on file. If no one is contactable then the emergency contact number(s) held on file will be used.

Messages will be left on any answerphones available stating the time, date and explaining the position. The person should be asked to contact school as soon as they have received the message.

Should all of these people be unavailable or fail to respond to messages left then the child will remain at school under the care and supervision of at least two members of staff until such time as contact is made.

After 1 hour, from the end of session, if the child has still not been collected or contact made through one of the designated numbers, then Social Services should be informed via First Contact.

First Contact : 03000 26 79 79

\*Lower School end session finishes at 3.00pm daily, Upper School end session finishes at 3.30pm daily.