



### Late Collection Procedure EYFS and Key Stage 1

Date of Last Review	04-2017	Review Period	As required
Date of Next Review		Owner	ZL
Type of Policy	Welfare, Health and Safety	Governor's Approval Date	

School ends at 3.20pm. Activities finish at 4.00pm. After School Club (The Hive) ends at 7.00pm.

If a child is not collected at 3.20pm, the Class Teacher may bring the child to the School Dining Room where Activity registration is taking place. The child will be placed in an Activity session until the parent/carer arrives.

If the child has not been collected by 4.00pm and no notification or message has been received, the Class Teacher or Head of Pre-Prep will contact the parent or telephone another contact number.

At St Michael's we provide extended care for children in our After School Care Facility, this is by arrangement with the Pre-Prep Secretary and/or the After School Manager. Parents should also let the Class Teacher know (via the diary) if a child is staying to After School Club.

The Hive is run by Mrs Nicola Smith, the After School Club Manager. Please see separate Policy.

A register is kept of those children attending the After School Club with a contact phone number.

If a child has not been collected by 7pm and no notification has been given, the following procedure should be adhered to:

- Both the After School Club Manager and member of the Senior Leadership Team on duty will remain with the child.
- The After School Club Manager will telephone the contact number available on the Care Club register. If there is no response then alternative numbers available on SIMS and in the office contact file will be phoned.
- In the event of no contact being made within a designated time the SLT member on duty will ring Social Services Emergency Duty Team and advise them of the situation.
- The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child.
- The Head Teacher will be informed

