



Respect Responsibility Relationships

Hollydale School Late Collection Policy

Updated: October 2017

Review Date: October 2018

LATE COLLECTION POLICY

October 2017:

Late Collection Policy

Issue Date: 5th October 2017:

Review Date: October 2018:

Policy aim:

To enable staff to attend training, meetings and carry out essential marking and lesson preparation after school by ensuring timely collection of children. From September 2015 the Governors are imposing a late collection charge for children who are not collected from school on time. This will also include the late collection of children from any enrichment clubs and after school club.

Hollydale Primary School has a 'zero tolerance' approach to the late collection of children. The late collection fee is being introduced in order to cover the additional costs of staff time for having to stay after their contracted hours.

The School will make parents/carers aware of this on a regular basis through the School's newsletter, brochure and website.

Term and Conditions for charging for the late collection of children are shown in Appendix 1.

If you have any concerns over this new policy please address your letter to the Governors at Hollydale Primary, who will contact you.

Appendix 1

Hollydale Primary School – Late Collection Policy

The normal school day operates between the hours of 8.55am and 3.30pm. Enrichment clubs operate between the hours of 3.45pm and 4.45pm. The After School Club operates between the hours of 3.30pm and 6.00pm. All children must be collected before the clubs close. Whilst we appreciate that on occasion you might be delayed, there have been a number of incidents that have resulted in staff having to stay well after their contracted hours.

In order to cover the additional costs of staff time for staying with the children beyond their contracted hours the following late collection policy will apply. The late collection policy will operate to the following timetable from the end of the school day:

End of school day:

- School finishes at 3.30pm
- Teachers will remain in the playground or in classrooms until 3.40pm
- At 3.40pm children will be taken to the office for collection
- At 3.45pm teacher training sessions and meetings begin
- From 3.45pm a charge will be payable for each child remaining in the office.

Enrichment Clubs:

- Clubs finishes at 4.45pm
- Staff will remain with the children until 4.50pm
- From 4.50pm a charge will be payable for each child remaining.

After School Club:

- After School Club finishes at 6.00pm
- Staff will remain with the children until 6.05pm
- From 6.05pm a charge will be payable for each child remaining.

Late collection charges

Any child collected after 3.30pm, 4.45pm or 6.00pm will be charged a late collection fee. The charge will be **£3.00 per child every 15 minutes (or part thereof)** after the booked session has ended. The fee will need to be paid in full before the child attends the next session.

On the first occasion the fee will be charged and the parents reminded of the importance of collecting their child on time. The incident will be logged and the Headteacher will be informed.

On the second occasion the late fee will be charged again. A letter will be given explaining that should the parent be late once more they will forfeit their child's place within the Enrichment club or After School Club. This incident again will be logged and the Headteacher informed.

On the third occasion the late charge will apply and the parent will lose their child's place within the Enrichment club or After School Club with immediate effect. A final letter will be sent advising the parent of this.

Date:

To the Parent of _____.

Dear Parent,

First Occasion of Late Collection

You have incurred a charge of £_____ today as you did not collect your child(ren) until_____.

This charge is to cover the additional costs of staff time for staying beyond their contracted hours. This amount needs to be paid before your child attends their next session of the Enrichment or After School Club.

As we are now a cashless school, this fee will be available for you to log on to our School Money website for you to pay online.

The web site is Schoolmoney.co.uk

You will be sent a text explaining that there is a late collection fee to pay and a unique password. Please login putting in your Username and Password. If you experience any problems with this please do not hesitate in contacting the school office.

Attached is a copy of our Late Collection of Children policy.

Yours Sincerely,

Ms R Reid
Headteacher



Hollydale Primary School

Hollydale Road
Nunhead
SE15 2AR

Tel: 020 7639 2562
Fax: 020 7635 0481

Headteacher: Ms R.G. Reid B.Ed (Hons), NPQH



Date:

To the Parent of _____.

Dear Parent,

Second Occasion of Late Collection

You have incurred a charge of £_____ today as you did not collect your child(ren) until _____.

This amount needs to be paid before your child attends their next session of either the Enrichment or After School Club.

This is the second incident. If you are late collecting your child again you will automatically lose your child's place in the Enrichment or After School Club as we cannot continue to ask staff to stay beyond their normal contracted hours.

As we are now a cashless school, this fee will be available for you to log on to our School Money website for you to pay online.

The web site is Schoolmoney.co.uk

You will be sent a text explaining that there is a late collection fee to pay and a unique password. Please login putting in your Username and Password. If you experience any problems with this please do not hesitate in contacting the school office.

Yours Sincerely,

Ms R Reid
Headteacher.



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Date:

To the Parent of _____.

Dear Parent,

Third Occasion of Late Collection

You have incurred a charge of £_____ today as you did not collect your child(ren) until _____.

This amount needs to be paid before your child attends their next session of either the Enrichment or After School Club.

This is the third incident and, in accordance with our Late Collection Policy, is now resulting in your child(ren) losing their place at the Enrichment or After School Club.

As we are now a cashless school, this fee will be available for you to log on to our School Money website for you to pay online.

The web site is Schoolmoney.co.uk

You will be sent a text explaining that there is a late collection fee to pay and a unique password. Please login putting in your Username and Password. If you experience any problems with this please do not hesitate in contacting the school office.

Yours Sincerely,

Ms R Reid
Headteacher



Produced by QSB Ref:4365
Telephone 020 8318 1172/7300

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Headteacher: Ms R.G. Reid B.Ed (Hons), NPQH



Date:

To the Parent of _____

Dear Parent,

Late Collection at the end of the school day

Due to late collection of your child (ren) on the below dates and times:

Date/s:

_____ mins

_____ mins

_____ mins

You have incurred a charge of £_____ In accordance with our Late Collection Policy, please note that there is a fee of **£3.00 for every 15 mins** that your child is collected late from school.

As we are now a cashless school, this fee will be available for you to log on to our School Money website for you to pay online.

The web site is Schoolmoney.co.uk

You will be sent a text explaining that there is a late collection fee to pay and a unique password. Please login putting in your Username and Password. If you experience any problems with this please do not hesitate in contacting the school office

Yours Sincerely,

Ms R Reid
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