



Late Collection Policy

Ratified by Governing Body
Review: September 2028

At Herrick Primary School, the safety and wellbeing of our pupils is our highest priority. This policy outlines our approach to the late collection of children at the end of the school day and is guided by statutory safeguarding responsibilities.

STANDARD COLLECTION EXPECTATIONS

The school day ends at 3:15pm, and we expect all children to be collected promptly at this time.

We acknowledge that the vast majority of our parents and carers collect their children on time, typically at 3.15pm, or within a few minutes of the end of the school day.

We understand that occasional, unforeseen delays can occur, and therefore, as a school, for genuine emergencies, we will offer a grace period of ten minutes until 3.25pm.

COLLECTION ARRANGEMENTS

Pupils in Years 5 and 6 only may walk home unaccompanied, but only if the school has received written permission from a parent or carer.

All other pupils must be collected by a parent/carer or other known adult. This adult must be someone whose name has been provided to the school in advance by the parent or carer.

It is the responsibility of the parent/carer to ensure the school is informed of any changes to collection arrangements.

AFTER-SCHOOL ACTIVITIES

Children who attend after-school activities or clubs must also be collected promptly at the stated end time which is 4.15pm, unless otherwise communicated by the school or club provider.

Late collection procedures and charges apply in the same way following these activities.

IMPACT OF LATE COLLECTION

Repeated or extended late collection places emotional stress on children and can lead to feelings of anxiety and confusion. It also leads to concerns over the child's safety and care.

Late collections have an operational implication as staff are required to remain beyond their contracted hours to supervise children, which then impacts upon their ability to prepare for the following day, attend meetings, and can lead to staff being late for/missing personal appointments/commitments.

LATE COLLECTION FEE

Where children are collected late beyond the school's grace period of 3.25pm, the school will charge a late collection fee.

The charges will be made as follows:

- £5 per family for every 15-minute period following a 10-minute grace period at the end of the school day (3:25pm) or the end of an after-school activity (4.15pm).

A letter detailing the amount owed will be provided to parents/carers, and fees will be added to ParentPay accounts.

Late collection fees must be paid within five working days.

School would take reasonable legal steps to recover any debts incurred.

SAFEGUARDING PROTOCOLS

If a child is not collected within 45-minutes of the end of the school day or an after-school activity, and no contact has been made with parents/carers, the school will implement safeguarding procedures.

This may include:

- attempting to contact all known emergency contacts.
- a referral to Children's Social Care, as the child may be considered abandoned under safeguarding definitions.
- police involvement if no safe arrangements can be confirmed.

These actions are consistent with our statutory safeguarding duties and are taken in the best interests of the child's welfare.

This policy, including the intention to apply the right to charge for late collection of children, was agreed by the governing body on the Friday 13th March, 2026.