



The Academy at
St James
Aspire, Achieve, Believe

The Academy at St James
Chelwood Drive
Bradford
BD15 7YD
Headteacher: Mrs Ruth Thompson

The Academy at St James

Late Collection Policy



Headteacher:
R.Thompson

Date: September 2024

Last reviewed on: September 2026

Next review due by: September 2027



Policy aim:

- To ensure the prompt collection of all children from the school
- To ensure the safety and well-being of children
- To enable staff to attend training, meetings and carry out professional duties.

Collection of children at the end of the School day:

It is the responsibility of parents to collect their child(ren) on time at the end of each school day. The Academy at St James recognises that it has a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with children who are not collected at the end of a school day, or at the end of an authorised activity.

On admission to the School, parents should supply:

- Names and full addresses of parents/carers (and confirmation of parental responsibility);
- Home and work telephone numbers;
- Mobile phone numbers where appropriate;
- Two emergency contacts who may be called in the event of the parents/carers being unobtainable or in the case of an emergency.

It is the responsibility of the parent/carer to ensure this information is updated annually or whenever circumstances change.

If a pupil is not collected at the end of the school day or after attending after school clubs, it is important to make contact with parents, or anyone on the child's emergency contact list if parents are unavailable.

The late collection policy will operate to the following timetable from the end of the school day:

- School finishes at 3.15 pm
- Teachers and children will remain in their classrooms until 3.30 pm
- At 3.30 pm children will be taken to the office for collection
- At 3.30 pm teacher training sessions and meetings begin
- From 3.30 pm the late collection policy applies.

The teacher or an appropriate member of staff will:

1. Check with office staff to see whether a phone call or note has been received.
2. If a parent has not made contact or arrived by 3.30pm (or 5 minutes after the end of a club), a member of school staff will make every effort to contact the parent.
3. If the parent cannot be reached, the emergency contacts provided will then be called. Contact numbers are kept in the office and on the School's Management Information System (MIS).

Procedure for when a child is not collected by 3.30pm:

- On the first occasion, a record will be kept and the parent/carer will receive a letter – Appendix 1.
- On the second occasion, the parent/carer will be asked to meet with the class teacher or a senior member of staff and will receive a letter – Appendix 2. Again a record will be kept.
- On the third occasion, or any subsequent occasion the parent/carer will receive a letter – Appendix 3, stating that a charge will be incurred of £8.50, per child. For example, if you pick up your child at 4.00 pm, you will be charged £8.50 per child. If this is after 5.00pm this will increase to £10.00
- The office clock will be used to determine the cost.

(There will also be a charge if parents phone the school to say they are running late but children are still not collected by 3.30 pm.)



After School Clubs

Most clubs finish by 4:15pm. Children must be collected by the agreed time stated on the permission slip.

- On the first occasion when a child is not collected on time, the parent/carer will be reminded about the club's finishing time.
- On the second occasion when a child is not collected at the agreed time, the parent/carers will be informed that their child will no longer be able to participate in the club.
- Late collections for clubs will be reviewed termly.
- The office clock will be used to determine the time.

The charging procedures contained within this policy will not be followed where School trips, visits or journeys have caused the late arrival of children back to School.

We ask parents to call the School Office if they are running very late to help appropriate provision to be made and children can be kept informed (please note that calling will not exempt a parent from any late charges).

Procedure if a child remains uncollected after 45 minutes

This aspect of the policy relates to the school's statutory duty to safeguard and promote the welfare of pupils, and operates for every situation where a parent or carer cannot be contacted within 45 minutes of the end of the school day/club/activity. In the case of a pupil not being collected and no contact being made by the parents with the school or the school being unable to make contact with one of the emergency contacts within 45 minutes of the end of the day/end of the club/activity, the School will ring Bradford's Social Care team to discuss the situation and ask for advice. This will allow the Social Care Team to begin to plan for the possibility that they may need to make arrangements for the alternative care of the child.

Change of Collecting Adult

Periodically, the School sends out a letter asking parents to update emergency contact details for up to three named adults who have permission to pick up the child at the end of the day. This information is collected and updated to allow the School to make a quick and informed decision if somebody less familiar seeks to collect a child or if the class is being dismissed by a supply teacher. If an adult who is not named on the consent form attempts to collect the child, the School will, for matters of safeguarding, need to contact a parent to confirm whether they are genuine and do have permission to collect the child. Please note that any child under the age of 16 cannot collect your child/children.

Parents are reminded that any changes to normal collection arrangements (e.g. child going on a playdate, being collected by another parent) should always be shared with the school office or the child's class teacher.



The Academy of St James
Chelwood Drive,
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Telephone: 01274 777095

Appendix 1 – Letter one, Warning

Parent/Carer of

I am writing to you regarding the late collection of your child on_____.

It is the parents' responsibility to ensure children are collected on time and being late is often very distressing for the child/ren concerned.

This is a warning letter; if your child is collected late at the end of the school day, or after school clubs charges will be incurred.

In cases where a child is not collected at the end of the school day before 3.30pm or 5 minutes after a club finishes, a charge of £8.50 will incur. Please check the Late Policy for further information.

Should your child remain uncollected until 4.15pm or after 30 minutes if they attend after school clubs we may contact Bradford Social Care for further advice.

If you were late collecting for after school clubs if this occurs again your child will not be invited to attend any further after school activities.

Any charges obtained will be automatically added to your online parent pay account for payment.

This letter is intended only to make you aware of the problem so you can begin to Address it.

I look forward to an improvement in the situation.

Yours sincerely

R.Thompson.

Ruth Thompson

Head Teacher of School

R.Oxley.

Rebecca Oxley

Safeguarding and Attendance Lead



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Appendix 2 – Letter two, Meeting

Parent/Carer of

I am writing to you regarding the late collection of your child on_____.

This is the second time we have had to write to you – following Our Late Collection Policy;

We are therefore inviting you to attend a Meeting to discuss this further.

The meeting is scheduled to take place at The Academy St James on
..... at If you are unable to attend the meeting or require an interpreter,
please contact us, as soon as possible.

If you were late collecting for after school clubs again, your child has now lost their place in the After School Club as we cannot continue to ask staff to stay beyond the normal After School Club hours.

Yours Sincerely,

R.Thompson.

Ruth Thompson

Head Teacher of School

R.Oxley.

Rebecca Oxley

Safeguarding and Attendance Lead

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Appendix 3– Letter three, Charge

Parent/Carer of

I am writing to you regarding the late collection of your child on_____.

This is the third time we have had to write to you. Following Our Late Collection Policy;
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 ASAP and will be made payable on ParentPay.

You have already been given a copy of our Late Collection Policy - please read this thoroughly to prevent further charges.

Yours Sincerely,

R.Thompson.

Ruth Thompson

Head Teacher of School

R.Oxley.

Rebecca Oxley

Safeguarding and Attendance Lead