

Ambler
Primary School and Children's Centre

Policy

School Late
Collection policy

July 2015



Next review with Safety, Service and Communications Committee: June 2017

This plan is subject to on-going change and will be updated as and when required.

Distribution List

Copy Number	Name	Position	Organisation
Master	Business Manager		
Copy	Staff drive		

Policy aim

Ambler Primary School provides full wrap-around care for children in Year 1 to Year 6 and ensures the safety and well-being of all children. As well as breakfast clubs and the core day, Ambler Primary School offers the following:

After-School Clubs: 15:45-16:45

After-School Care: 15:45-17:45

To enable staff to attend training, meetings and carry out marking and lesson preparation after school timely collection of children is essential.

Parents wishing to book their children on one or more after-schools club/s, need to contact the extended day team or office to book on: 020 7226 4708 and pre-pay for clubs on a half term/full term basis.

After-School care is available from 15:45-17:45 and includes an after-school club, light snack served at 16:45 and play centre where children can read, play games or watch television. Parents and carers need to contact the extended day team or office to book after-school care on 020 7227 4708.

After-School Clubs	After-School Care
Clubs run from 15.45 to 16.45 and cost £2 per club. Parents will need to provide a snack for their children which they can have between 15:30-15:45	After-School care is from 15.45-17.45 and costs £7 per session this fee includes a club and a light snack served at 17:45 as well as a play centre.
Parents are asked to pay for club on a half /full term basis	Parents are asked to pay for attendance at the play centre on a weekly / monthly basis
Payments can be made by: cash, cheque, vouchers or direct debit	Payments can be made by: cash, cheque, vouchers or direct debit
When a child is not collected at 16.45, they will be taken to play centre and parents or carers will be asked to pay a fee of £5 for late pick up	When a child is not collected at 17.45 parents or carers will be asked to pay a fee of £5 for late pick up

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

- School finishes at 3.30 pm

- Teachers will remain in the playground until 3.35pm
- At 3.35pm children will be taken to the office for collection
- From 3.45pm, children will be brought to an after school club and a charge of £5 will be payable

We will take the following into consideration for late pick-up fees: transport strike, or if a call has been made to the main school office in advance, however those who collect children late on a regular basis with no reasonable explanation will have to pay the charge.

Staff will always use discretion in late collections e.g. Five minutes late, or a genuine 'one-off' may not be charged.

Important

- Should a child not be collected at 17:45, the hourly rate of the staff who have had to remain at work to provide childcare will be charged.
- If a child is not collected at 17:45 and there has been no communication from the parent or carer and the school has been unable to reach any emergency contact number provided, the School will have no other option than to contact social services and/or the police.

Further information

For details on extended days services in our Children's Centre, please refer to our charging policy

The School Late Collection Policy should be reviewed in conjunction with the following policies which can also be reviewed on our website:

<http://ambler.islington.sch.uk/primary-school/>

- Charging policy
- Arrears policy