

# ST. JOHN'S C.E. PRIMARY SCHOOL



## St. John's School Vision Statement

*Shine like stars*

*Through God's love, we will flourish and develop our gifts in our nurturing community, as we strive to be an inspiration to all.*

**Your light must shine before people, so that they will see the good things you do and praise your Father in heaven.' Matthew 5:16**

**Reviewed: April 2024**

**Next review: April 2026**

# Late Collection Policy

## 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 **April 2016** the Governors have imposed a late collection charge for children who are not collected from school on time.

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

- School finishes at 3.00pm
- Teachers will remain in the classroom until 3.05pm
- At 3.05pm children will be taken to the office by the class teacher for collection and supervised by a member of the office staff
- At 3.10pm teacher training sessions and meetings begin
- From 3.10pm a charge will be payable for each child remaining in the office.

Whenever a child is collected late there will always be at least two members of staff on site.

## Costings:

- **On the first occasion when a child is not collected by 3.10pm, you will be charged a one-off payment of £3 per child.**
- **For every subsequent time when a child is not collected by 3.10pm, you will be charged £3.00 per 10 minutes, per child.** For example, if you pick up your child at 3.50pm, you are 40 minutes late and this will cost you £12.00 per child.
- **For After School Clubs which finish at 4.00pm, if a child is not collected by 4.05pm, you will be charged £3.00 per 10 minutes, per child.** For example, if you pick up your child at 4.15pm, you are 10 minutes late and this will cost you £3.00 per child.
- 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 3.10pm.**