

Ambler
Primary School and Children's Centre

Policy

Late Collection
policy

July 2015



Next review with Safety, Service and Communications Committee: May 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

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

Parents who wish to book their children on after schools the after school clubs , need to contact the extended day team or office to book and pre-pay for clubs on a half term/full term basis. Clubs run from 15:45-16:45.

After school care is available from 15:45-17:45 and includes a club, light snack and playcentre. Parents and carers need to contact the extended day team or office to book after school care.

Clubs	Play Centre
Clubs are from 3.30pm to 4.45pm and cost £2 per club. Parents will need to provide a snack for their children	Play centre is from 4.45pm-5.45pm and costs £7 per session this fee will include a club and a light snack
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 4.45pm, they will be taken to play centre and parents/ arers will be asked to pay a fee of £5 for late pick up	When a child is not collected at 5.45pm parents and/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.