



Glendower Preparatory School

# Late Pupil Collection Policy

2019–21

Reviewed: NKM, November 2019

Next review: November 2021

**Arrangements for the Collection of Girls whose parent/carer is late** - Procedures for a child who is not collected at the appointed time

**This Policy should be read in conjunction with:**

- **Glendower Safeguarding Children Policy**
- **School Clubs Agreement for Visiting Organisations**

*The member of staff being defined as being on “Door Duty” is the member of staff who is named on the Upper or Lower School Duty Rota each day. This responsibility may be transferred to another member of staff by arrangement.*

In all instances the parent/carer will be contacted as soon as possible after non-collection to ascertain the reason and the likely time of collection. In the event of a parent not being contactable, emergency numbers will be used and urgent messages left.

**Lower School:** The member of staff on door duty will use contact numbers to determine the reason for lateness and the pupil should wait in the office area or with a member of staff. Once a reason has been established it may be decided that the Lower School pupil can remain in school in Sisters Club until 4pm or Homework Club until 5pm. The Office Staff must be notified of this for fire or emergency evacuation purposes.

**Upper School:** If a parent/carer does not collect their daughter by 4:15pm the girl may go to Homework Club while the member of staff on door duty uses contact numbers to determine the reason for lateness. Once this has been established, the girl should remain in homework club until 5pm and the information about her collection must then be passed to the teacher supervising the homework club. The Office Staff must be notified of this for fire or emergency evacuation purposes.

It should be stressed that, until a firm collection arrangement has been made for the pupils that have not been collected at the usual time, they remain the responsibility of the member of staff (Lower or Upper School) who is on duty. These staff must not leave the premises until the situation has been resolved.

In the Upper School, with the exception of some sports training sessions, after school clubs finish at 5pm. If a girl(s) is not collected at the end of a club (and for homework club those girls whose parents/carers failed to collect them at 4:15pm), the teacher will refer to the Headmistress or her Designated Deputy once 5:10pm is reached. If the girls are not collected by the end of an after-school club run by an outside agency (eg Debate Mate, Chelsea Young Writers, Musical Theatre Dance Club, Build a Computer Club, Mini-Engineers, Wallace Chess), it is the club leader’s responsibility to phone parents to find out the reason for this. They must remain with the child until she is collected by the

parent/carer unless agreed otherwise by the Headmistress or another member of the Senior Leadership Team. If a child is late being collected from a sports training session or fixture that finishes outside of the normal school day, the member of staff in charge of the activity must phone the parent/carer immediately. They must remain with the child and contact the Headmistress or her Designated Deputy via their school mobile telephone in order to seek further advice. The Headmistress will use her discretion according to the circumstances but a last resort would be to refer to the Royal Borough of Kensington and Chelsea for advice on temporary care. **THIS HAS NEVER HAPPENED IN THE HISTORY OF THE SCHOOL.**