

Policy On The Late Collection Of Children



Newlands Junior School
We are Proud

September 2025

The safety of all our children is crucial to us at Newlands, therefore it is important that we have a policy and plan in place for occasions when children are not collected from school on time and we have not been notified. We do understand that from time to time, unavoidable circumstances can lead to difficulties when collecting your child from school.

If you are going to be late collecting your child

Please inform the school office immediately. If you are going to be a few minutes late, teaching staff will look after your child in the classroom. If your child's class teacher has a meeting which s/he needs to attend they will arrange for your child to be looked after by another member of staff and inform the office of your child's whereabouts.

If you are going to be very late, please try to arrange for an emergency contact e.g. relative or friend known to the child, to collect your child from school. Please let the school office know who will be collecting your child – staff will not let children leave school premises with an unknown adult.

If your child is not collected from school

Staff will try to contact all listed names on your child's emergency contact form, beginning with the persons named as having parental responsibility.

If at all possible, arrangements will be discussed with these people.

If staff can not contact anyone, they will care for the child in the school premises for as long as possible and continue to telephone all named contacts in an effort to find a carer for the child.

If no one is available to collect the child, and no contact has been made by a parent or carer, social services will be contacted at 4.45pm and the procedures for emergency child care will be put into place.

Procedure for persistent failure to collect children

If a parent/ carer is frequently late to collect a child the school will contact the child's parent to discuss the matter. If the situation does not improve the school will contact Social Services to discuss this issue.