Little Kenelm's Pre-School at OLSK

"Bringing out the best in everyone, for the benefit of all, in the Spirit of Christ."

Late pick up/Uncollected Child Procedure

In the event that a child remains uncollected at the end of the day, the school operates a late collection point outside the school office which is supervised by staff. Children are sent by their teachers to the area outside the office, where they are supervised until collected.

After 11.40am, parents, or another person provided on the Contact Form, are contacted and the child's name is entered into the late book which is then signed by the person collecting the child and a reason for the late collection noted.

If this is a regular occurrence, ie more than three times in a term, a letter is sent to parents reminding them of their duty to collect their child on time.

If none of the contact numbers are answered and a child remains uncollected by 12.15pm the local police or Social Services will be contacted.

Policy created by: KMallin

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