



June 2025

# Late Collection Policy

Ainslie Wood Primary School



At Ainslie Wood, we understand that busy lives and unexpected events can occasionally lead to children being collected late at the end of the school day. We aim to support families with kindness and understanding in these situations, while also maintaining routines that allow us to keep children safe, minimise disruption, and enable staff to carry out their responsibilities.

This policy outlines what happens if a child is not collected on time, and how we aim to manage repeated late collection in a way that is fair, consistent and supportive.

### **Our expectations**

- The school day ends at **3:20pm for Reception and Key Stage 1** children and **3:30pm for Key Stage 2** (Nursery session times end at 12pm, 3pm or 3:30pm). Children should be collected promptly by a known adult.
- We allow a **10-minute window** after the end of the school day before late collection procedures begin.
- If a child is still waiting after this time, they will be taken to the **Late Collection Room**, located at the **rear of the building**, accessed via the **After School Club entrance**.

### **Late Collection Room procedures**

- Children taken to the Late Collection Room will be supervised by a member of staff until they are collected.
- Parents and carers will be required to **sign out their child electronically**, which will record the collection date and time automatically.

### **Charges for repeated late collection**

While we know that occasional lateness is sometimes unavoidable, regular late collection places a strain on staffing and school operations. For this reason, a charge will apply once lateness becomes a pattern.

- On the **third instance** of late collection (and all occasions thereafter), a charge will be introduced:
  - A **£5 flat fee** will be charged when a child is taken to the Late Collection Room.
  - If a child remains in the Late Room **beyond 10 minutes**, an additional **50p per minute** is charged.
  - At **4.00pm**, any children still in the Late Room will be taken to **After School Club**, and the standard After School Club fee will also apply.

All late collections are recorded so we can track frequency and apply charges fairly.

### **Working in partnership**

We understand that family routines, work commitments and transport issues can be complex. If you are experiencing challenges that might make punctual collection difficult, please let us know — we're always happy to discuss support options or explore solutions together.

Our aim is to maintain a calm, safe and respectful end to each school day, in a way that supports children's wellbeing and enables our staff to do their important work. We appreciate your cooperation and understanding.

Thank you for helping us to uphold this policy and keep our school community running smoothly.