

St Katherine's C of E Primary School



Late Collection Fees Policy April 2026

Late Collection Fees Policy

This policy is for the safeguarding of children who have not been collected from the St. Katherine's C of E Primary School at the end of the school day* (unless alternative arrangements have been published by the school)

Late collection can cause additional costs in overtime for staff and unnecessary distress to the child.

Children remaining in our care after the agreed collection time must be supervised by a minimum of two members of staff, one of whom must be qualified. Where this is not immediately possible, the child will remain in a safe supervised environment while additional staff support is secured.

Please call the school to advise of possible late collection as soon as you are aware so that necessary arrangements can be put in place.

Please note that a late collection fee will still be chargeable, unless agreement is given in advance by the school that these will be waived (at the Headteacher's discretion) Late collection fees are applied to cover additional staffing and operational costs and are not intended as a penalty.

PROCEDURE

All parents/carers will be given up to 10 minutes (5 minutes for Nursery) after the normal collection time * during which no late collection fee will apply.

All instances of late collection will be recorded.

Children not collected at the normal collection time * will remain in the school to be supervised by two members of staff.

- **If your child(ren) remains uncollected up to 20 minutes over the set time * :**
Late collection fees of £5 per child will be charged.
- **If your child(ren) remains uncollected up to 35 minutes over the set time * :**
Staff will call through the list contacts on record for the child to arrange collection. Late collection fees will be charged at £10 per child (instead of the previous late charge)
- **If your child(ren) remains uncollected up to 50 minutes over the set time * :**
Staff will continue to call through the list of contacts on record for the child to arrange collection. Late collection fees will be charged at £15 per child (instead of the previous late charges)
- **If your child(ren) remains uncollected for more than 50 minutes over the set time * :**
If the school has not been able to get in touch with any person named as a contact for the child, the CHILD NOT COLLECTED policy will come into force. In addition, late collection fees will be charged as appropriate to the situation with a minimum charge of £20 being made. This may include contacting Essex Children's Social Care and/or the police in line with safeguarding procedures.

LATE COLLECTION FROM AN AFTER SCHOOL CLUB OR CHILD CARE PROVISION

In the situation where a child remains uncollected at the end time of an after school club/child care provision:

- The parents/carers will be advised by text/call of the late collection.
- Late collection fees of **£5 per child per 15 minutes** (or part thereof) will be charged.
- After the first 15 minutes of a child remaining uncollected, staff will call through the list of contacts for the child to arrange collection
- If the child remains uncollected after 45 minutes from the end time of the club/child care provision, the CHILD NOT COLLECTED policy will come into force. This may include contacting Essex Children's Social Care and/or the police in line with safeguarding procedures.
- In addition, after 45 minutes further late fees will apply as appropriate to the situation.

NB: Repeated late collection may result in the option to attend after school clubs/child care provision being reviewed. Any decision will take account of individual family circumstances, safeguarding considerations and the school's duties under the Equality Act 2010. This will be enforced at the Headteacher's discretion.

PAYMENT OF LATE COLLECTION FEES

Late fees will be added to your child's account on Eduspot/School Money for immediate payment. If late fee's remain unpaid for more than 7 days after the late collection date, penalties may be added. The school may request a meeting with parents/carers to discuss concerns and agree a payment plan.

* Times as published in the current Attendance Policy

Please inform the school of any changes in your contact details.

Review date: April 2026

Date approved: April 2026

Approved by: Chair of Governors

Next review due: April 2027

Responsible Person: Pupil Administrator