



Collection Policy



Date of Policy: June 2026
Date of Review: June 2027
Responsible for Policy: Local Governing Body
Policy Approved: June 2026



This policy, notably the intention to apply the right to charge for repeated late collection of children, was agreed by Governors on the 24th June 2026

At Christ the King Catholic Primary School, the safety and wellbeing of our pupils is our highest priority. This policy outlines our approach to the late collection of children at the end of the school day and is guided by statutory safeguarding responsibilities, including the Keeping Children Safe in Education (KCSIE) guidance and Section 11 of the Children Act 2004.

STANDARD COLLECTION EXPECTATIONS

The school day ends at 3:15pm (Westhill Road site) 3:30pm (Scots Lane site), and we expect all children to be collected promptly. We acknowledge that the vast majority of parents and carers collect their children on time, typically at or within five minutes of the end of the school day. We also understand that on occasion, delays are unavoidable due to unforeseen circumstances such as traffic or emergencies. In these cases, we ask that the school office is contacted as soon as possible to keep us informed.

COLLECTION ARRANGEMENTS

Pupils in Key stage 2 may walk home unaccompanied from the school site at the end of the school day but only if the school has received written permission from a parent or carer via completion of the CTK collection form which is completed annually or via email communication via [parentlink](#).

All other pupils must be collected by a parent/carer or other known adult. This adult must be someone whose name has been provided to the school by completion of the CTK collection form - in advance by the parent or carer. It is the responsibility of the parent/carer to ensure the school is informed of any changes to collection arrangements.

AFTER-SCHOOL ACTIVITIES

Children who attend after-school activities or clubs must also be collected promptly at the stated end time, which is usually 4:15pm (Westhill Road site) 4:30pm (Scots Lane site), unless otherwise communicated by the school or club provider via the weekly school newsletter or via email communication from school.

Pupils in Key stage 2 may walk home unaccompanied from an after school club if the school has received written permission from a parent or carer upon sign up for the club. This can be done via email communication through parentlink.

Late collection procedures and potential charges apply in the same way following these activities.

NURSERY

The content of the policy applies to Nursery, where finish times are either 11:30am, 2:30pm or 3:30pm.



IMPACT OF LATE COLLECTION

Repeated or extended late collection places emotional stress on children and can lead to feelings of anxiety and confusion. It also has operational implications for the school, including the need for additional staff supervision beyond contracted hours, and concerns over the child's safety and care.

REPEATED LATE COLLECTION

Where late collection becomes a regular occurrence, the school will formally notify parents/carers of its concern after the second occasion. The agreed threshold for this is 3 late collections in a rolling 6 week period. If lateness continues, the school reserves the legal right, under Section 111 of the Schools Standards and Framework Act 1998, to charge for the additional supervision provided.

Parents/carers will always be informed in writing in advance of any intention to commence charging. Charges will only be applied in cases of repeated lateness, not for isolated or occasional delays.

If implemented, charges will be made as follows:

£5 for every 15-minute period (or part thereof) per child following a 10 minute grace period at the end of the school day or activity finish time.

Charges will be invoiced to parents/carers via email and will also appear on your child's Arbor account. An invoice would be issued with payment expected within 30 days.

School would take reasonable legal steps to recover any debts incurred this way.

SAFEGUARDING PROTOCOLS

If a child is not collected within one hour of the end of the school day or an after-school activity, and no contact has been made with parents/carers, the school will implement safeguarding procedures.

This may include:

- Attempting to contact all known emergency contacts.
- A referral to Children's Social Care, as the child may be considered abandoned under safeguarding definitions.
- Police involvement if no safe arrangements can be confirmed.

These actions are consistent with our statutory safeguarding duties and are taken in the best interests of the child's welfare.

We ask for the support of all parents and carers in ensuring that children are collected promptly at the end of the school day and after any school-run activity, and that all collection arrangements are clearly communicated with the school.

We remain committed to working in partnership to ensure every child feels safe, secure, and valued at all times.



If you have any questions regarding this policy or your individual circumstances, please contact the school office.

Review history

Issue 01	Policy approved by Governors.	June 2026