



Late Collection Policy

Students can become distressed when their parent or carer is late collecting them, especially if they are the last child waiting to go home.

Our day finishes at 2.30pm, if a student is collected late it puts unreasonable pressure on staff who will have their own responsibilities outside of Yew Tree Farm School. Many of our staff are also parents and carers who have their own children to pick up.

Procedures.

We do recognise that there are exceptional circumstances in which parents and carers are unavoidably detained. In this instance, you should communicate this to the Farm Office at the earliest possible time on 01622 233 711.

If you think you are likely to be more than five minutes late, you should arrange for someone else to collect your child, if possible.

If a parent or carer is more than five minutes late collecting a child, this will be logged as a late collection [under child protection].

The parent or carer will be charged a fee of:

1 – 10 mins late - £10, then going up in £10 increments for every 10 mins.

If a child is not collected after 30 minutes, with no communication from the parent or carer to Yew Tree Farm School, the uncollected child procedure will be implemented, when we contact KCC Children Social Care for support. 03000 41 11 11