Barford St. Peter's C.E. (V.A.) Primary School

Together we love; together we learn

Late Collection Policy

Date adopted: 4th November 2026

Review date: 1st November 2027

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Purpose and scope

This policy explains what happens when a child is not collected by 3.15pm at the end of the school day. It supports safe, consistent arrangements for children and makes parents and carers aware of their responsibilities and the charges that apply. In this policy, "parents" includes carers and anyone responsible for arranging collection.

Collection and the five minute grace period

Parents must arrange for their child to be collected promptly by 3.15pm at the end of the school day by an authorised adult, unless they are attending an after school club by prior arrangement.

A five minute grace period will be allowed after the published finishing time which will end at 3.20pm. During this period, children will remain supervised by school staff and no late collection childcare charge will apply. The grace period is for occasional delays and should not be treated as an extension to the school day.

Transfer to Barford Bright Stars and charges

If a child has not been collected when the five minute grace period ends by 3.20pm, they will be taken to Barford Bright Stars for supervised after school care. This applies even if a parent has contacted school to explain that they are running late.

Parents will be charged the full published fee for the Barford Bright Stars session ending at 4.15pm of £7. The full session charge applies even if the child is collected before 4.15pm; it will not be reduced according to the number of minutes attended.

Staff will record the transfer and inform parents where their child should be collected. Children must be collected from Barford Bright Stars by an authorised adult and signed out in accordance with the club's procedures.

What parents should do if delayed

Parents should contact the school office on 01926 624244 as soon as they know they will be late, give an estimated arrival time and, wherever possible, arrange for another authorised adult to collect their child. Contacting school does not extend the grace period or remove the session charge.

Parents must keep at least 3 emergency contact details and collection permissions up to date with the school office. If an alternative adult will collect, parents must notify school and follow its usual checks for authorising collection.

Safe handover and unavailable childcare

If Barford Bright Stars is closed, full or unable to meet the child's needs safely, school staff will continue to supervise the child and contact parents and emergency contacts to arrange collection. A child will never be left unattended or transferred into unsuitable care. Any charging in these circumstances will follow the school's published charging arrangements.

Children who remain uncollected

If parents cannot be reached, staff will contact the child's emergency contacts and inform a senior leader or the designated safeguarding lead. Staff will record contact attempts and actions taken.

If the child remains uncollected, or there are concerns about their safety, the designated safeguarding lead or senior leader will follow the school's safeguarding and uncollected child procedures, seeking advice from children's social care or the police as appropriate. Immediate danger will be treated as an emergency.

Collection after 4.15pm will be managed under the published Barford Bright Stars collection and charging arrangements. Children will remain supervised until a safe handover has been completed.

Repeated late collection and individual circumstances

School will keep a record of late collection, including the collection time, explanation, contacts made, transfer and any charge. Repeated late collection will lead to a discussion with the headteacher to agree reliable collection arrangements and identify any support needed.

Parents experiencing exceptional circumstances or difficulty paying should speak to the headteacher promptly. Any discretionary adjustment will be considered individually and recorded. A child's safety and care will not depend on payment.

Communication and review

This policy and the current session fee will be shared with parents before implementation and included in relevant school and Barford Bright Stars information. It should be read alongside the school's safeguarding policy, collection procedures, charging arrangements and Barford Bright Stars terms. The school will review it annually or sooner if arrangements change.