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Chief Executive Headteacher
Head of School
Director of Operations

Mrs. N Bull
Mrs. H Hart
Mrs. J Christopherson

LATE COLLECTION NOTICE

Dear Families,

Please take the time to read the arrangements and procedures for the collection of children after the below times:

Year group	Collection time
Reception	3.15 pm
Years One and Two	3.35 pm
Years Three and Four	3.30 pm
Years Five and Six	3.25 pm

We aim to provide a safe and caring environment for our children. In the event that a child is not collected on time, we need to ensure that we have a series of procedures in place so that your child is reassured that someone will come and collect them soon. We inform you of our procedures so that if you are unavoidably delayed you will be aware of the steps that we will be taking. In the event that a child is not collected by an authorised adult, we put into practice the agreed procedures below, unless agreement to walk home alone has been obtained.

Charges for late collection

Under Section 457 of the Education Act 1996 and relevant Regulations the school Governing Body has the power to impose a charge on parents or carers who fail to collect their child from school within a reasonable time after the close of the school day or after school activity.

The Governing Body accepts that it is the responsibility of the school to ensure parents and carers are notified of the timing of the school day or after school activity and also when those times are varied for a specific event or date.

The Governing Body have decided that, except in emergency situations, where children are not collected from the school **within fifteen minutes after the school day or after the school activity ending**, then a charge will be made to the child's parent or carer. The school accepts that a variety of emergency situations can arise due to unforeseen circumstances and will ensure that the charge is not imposed on the parent where there is a genuine unforeseen emergency. Notification must be given to the school, as soon as the situation arises or when collecting the child.

The Charging Arrangements

On the second late collection within a term, without reasonable excuse, the parent/carer will be sent a letter reminding them to collect their child from school. If the child is collected late a third time, an invoice will be issued. The purpose of the charge imposed is to meet the additional costs in salary and resources that the school incurs from the late collection.



In cases where a child is not collected within fifteen minutes of the end of the school day or after school activity a charge of £5.00 will be made to the parent/carer for up to 30 minutes of non-collection and then £10.00 thereafter for each thirty minute period that the child is not collected. The parent will be issued with an invoice and expected to pay within the date set on the invoice.

If the child has not been collected after one hour and no contact has been made or arrangements agreed we will follow our Child Protection Procedures for children that are left.

Procedures for children that are not collected

All children that have not been collected at the end of the school day will be taken to the office area in Hyde Park Corner where they will be met and reassured by a designated member of staff.

Children will be recorded in the late book and this information may be passed on to the school's educational welfare officer (EWO) for further investigation.

Families will be asked to sign for their child on arrival. The collection time will be recorded by the member of staff on duty.

Where a child has 2 recorded late collections in one half term a letter will be sent home.

On the third occasion a fee will be incurred.

Thank you for your understanding,

Mrs H Hart
Head of School

