

# Holy Trinity Rosehill VA CofE Primary School



## Late Collection Policy

Status	Date
Review date:	November 2021
School Name:	Holy Trinity Rosehill CE VA Primary School
Date Adopted by Governing Body:	November 2018

### SCHOOL ETHOS STATEMENT

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian and British values through the experience it offers to all its pupils.

### SCHOOL AIMS

- Give high priority to the spiritual development of pupils, enabling them to develop attitudes of mutual respect and responsibility and to realise their full potential.
- Foster a sympathetic understanding of the Christian faith whilst exerting no pressure to believe.
- Encourage strong links between school, home and church and prepare pupils for life in the wider community.
- Encourage respect for other people's property, the school and the local surroundings.
- Provide an intellectually stimulating environment where children will develop a positive attitude to learning.
- Make learning fun.
- Create a strong ethos where children can achieve their potential.
- Develop pupil's self-confidence and raise their self-esteem so they will learn to work with independence and self-discipline.
- Provide a warm friendly atmosphere where children gain respect and tolerance of, and show a caring attitude for others.
- Show a caring attitude towards all children and adults concerned with the school.

Policy aim: To ensure all children are collected on time.

The reason for this is twofold: firstly, children who are left behind often feel an increasing level of anxiety and distress the longer that they are unsure of where their parents/carers are. Secondly, the impact on the school of having a child left behind at the end of the day is also great as it requires a member of staff to supervise that child and this incurs an additional staffing cost.

### **Collection at end of school day**

We ask parents/carers to contact school if they are going to be late picking their child up from school.

The late collection policy will operate to the following timetable from the end of the school day:

Trinity Site	Rosehill Site
<p>School finishes at 3.10 pm</p> <p>Staff will remain with children until 3.20 pm</p> <p>At 3.20 pm children will be taken to the office for collection</p> <p>At 3.30 pm meetings begin for staff therefore from <b>3.25</b> pm the late collection policy applies</p>	<p>School finishes at 3 pm</p> <p>Staff will remain with children until 3.10 pm</p> <p>At 3.10 pm children will be taken to the office for collection</p> <p>At 3.30 pm meetings begin for staff therefore from <b>3.15pm</b> the late collection policy applies</p>

**The procedure will still apply if parents/carers phone the school to say they are running late but children are still not collected by 3.15 pm. (Rosehill site) and 3.25pm. (Trinity site)**

On the first occasion, a record will be kept.

On the second occasion, the parent/carer will receive a letter, warning of the consequences of late pick up. Again a record will be kept.

On any subsequent occasion the child will be placed into Boomerang (Child care provision) by a member of school staff and the parent/carer will be charged for the session. If this situation arises then a mobile phone contact number (for the child) would be shared with Boomerang.

The computer clocks will be used to determine the time.

Governors will monitor the performance of this policy. This will be achieved via the Head Teacher's report to governors and by governors observing its implementation when they visit the school.