



# Aston Rowant C+E Primary School

## WAC Late Collection Policy

### Mission Statement

Growing together, rooted in God, enjoying fullness of life. Colossians 2:1-7

**Date of Policy: January 2026**

**Date of review: January 2027**

Head Teacher: Mrs Helen France

Date: January 2026

Chair of Governors: Mr Tom Sowerby

Date: January 2026

Aston Rowant WAC endeavours to ensure that all children are collected by a parent or carer at the end of each session. If a child is not collected, and the parent or carer has *not* notified us that they will be delayed, we will follow the procedure set out below:

### Up to 5 minutes late

- When the parent or carer arrives they will be reminded that they must call the school to notify us if they are delayed.
- The parent or carer will be informed that penalty fees will have to be charged (unless the delay was genuinely unavoidable).

### Over 5 minutes late

- If a parent or carer is more than 5 minutes late in collecting their child, the supervisor will try to contact them using the contact details on file.
- If there is no response from the parent or carer, messages will be left requesting that they contact them club immediately. A member of staff will then try to contact the emergency contacts listed on the child's registration form.
- While waiting to be collected, the child will be supervised by at least two members of staff.
- When the parent or carer arrives, they will be reminded that they must call the school to notify us if they are delayed, and that penalty fees will have to be charged (except in exceptional circumstances).

### Over 15 minutes late

- If a member of staff been unable to contact the child's parents or carers after 15 minutes, the supervisor will contact the Headteacher.
- The child will remain in the care of two of the school staff, on the school premises if possible, until collected by the parent or carer, or until placed in the care of the Social Care team.
- If it is not possible for the child to remain at the school's premises, a note will be left on the door of the Club informing the child's parent or carer where the child has been taken (eg into the care of a safeguarding agency) and leaving a contact number. A further message will be left on the parent or carer's telephone explaining events.

### Managing persistent lateness

The WAC team will record incidents of late collection and the Headteacher or Bursar will discuss them with the child's parents or carers. Parents and carers will be reminded that if they persistently collect their child late they may lose the right to use our wrap around care..

**GRATITUDE   RESILIENCE   OUTREACH   WONDER   TRUST   HARMONY**

*Growing together, rooted in God, enjoying fullness of life. (Colossians 2:7)*