

## **MICKLEOVER PRIMARY SCHOOL**

**Name of Policy:** Policy for Late Collection of Children – After School Club

**Date of Policy:** May 2024

**Member of Staff responsible:** Mrs L Powell

**Review date:** May 2026

**Signature:** \_\_\_\_\_ **Chair of Governors**

**Date Approved:** \_\_\_\_\_

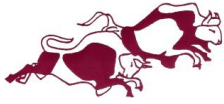
### **At Mickleover Primary School**

**We are:**

**Motivated to learn**

**Proud of our achievements**

**Successful and skilled for life**



Mickleover Primary School  
Policy for Late Collection of Children – After School Club

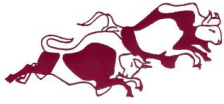
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Mickleover Primary School has a 'zero tolerance' approach to the late collection of children from the After School Club and will impose a late collection fee in order to cover the additional costs of staff time for having to stay after their contracted hours.

The School will make parents/carers aware of this on a regular basis through the School's newsletter, brochure and website.

Term and Conditions for charging for the late collection of children are shown in Appendix 1.

If you have any concerns over this new policy please address your letter to the Governors at Mickleover Primary, who will contact you.



## **Appendix 1**

### **Mickleover Primary School - After School Club**

#### **Late collection of children after 6.00pm.**

The After School Club operates between the hours of 3.20pm and 6.00pm. All children must be collected before the Club closes. Whilst we appreciate that on occasion you might be delayed in order to cover the additional costs of staff time for staying with the children beyond their contracted hours the following charging policy will apply.

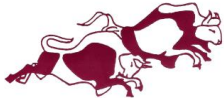
#### **Late collection charges**

The after school club closes at 6.00 p.m. Any child collected after this time will be charged a late collection fee. The charge will be **£10.00 per child every 15 minutes (or part thereof)** after the booked session has ended. The fee will need to be paid in full before the child attends the next session.

On the first occasion the fee will be charged and the parents reminded of the importance of collecting their child on time. The incident will be logged and the Headteacher will be informed.

On the second occasion the late fee will be charged again. A letter will be given explaining that should the parent be late once more they will forfeit their child's place within the After School Club. This incident again will be logged and the Headteacher informed.

On the third occasion the late charge will apply and the parent will lose their child's place within the After School Club with immediate effect. A final letter will be sent advising the parent of this.



## **MICKLEOVER PRIMARY SCHOOL**

Vicarage Road, Mickleover, Derby DE3 0EY Telephone: (01332) 514052  
Headteacher Mrs Lynne Gerver

Date

To the Parent of, \_\_\_\_\_.

Dear Parent,

### **Mickleover Primary After School Club First Occasion of Late Collection**

You have incurred a charge of £\_\_\_\_\_ today as you did not collect your child(ren) until\_\_\_\_\_.

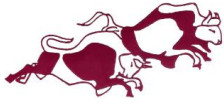
This charge is to cover the additional costs of staff time for staying beyond their contracted hours.

This amount needs to be paid before your child attends their next session of the After School Club.

Attached is a copy of our Late Collection of Children policy.

Yours faithfully,

Mrs L Gerver  
Headteacher.



## **MICKLEOVER PRIMARY SCHOOL**

Vicarage Road, Mickleover, Derby DE3 0EY Telephone: (01332) 514052  
Headteacher Mrs Lynne Gerver

Date

To the Parent of, \_\_\_\_\_.

Dear Parent,

### **Mickleover Primary After School Club Second Occasion of Late Collection**

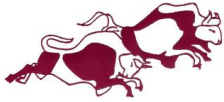
You have incurred a charge of £\_\_\_\_\_ today as you did not collect your child(ren) until \_\_\_\_\_.

This amount needs to be paid before your child attends their next session of either the After School Club.

This is the second incident. If you are late collecting your child again you will automatically lose your child's place in the After School Club as we cannot continue to ask staff to stay beyond the normal After School Club hours.

Yours Sincerely

Mrs L Gerver  
Headteacher.



**MICKLEOVER PRIMARY SCHOOL**

Vicarage Road, Mickleover, Derby DE3 0EY Telephone: (01332) 514052  
Headteacher Mrs Lynne Gerver

Date

To the Parent of, \_\_\_\_\_.

Dear Parent,

**Mickleover Primary After School Club  
Third Occasion of Late Collection**

You have incurred a charge of £\_\_\_\_\_ today as you did not collect your child(ren)  
until \_\_\_\_\_.

This is the third incident and, in accordance with our Late Collection Policy, results in your  
child(ren) losing their place at the After School Club.

Yours Sincerely

Mrs L Gerver  
Headteacher.