

# Queen's College Preparatory School (including Early Years Foundation Stage)

## Uncollected Children

### *Policy Document*



## **Uncollected Children Policy**

We expect the girls to be collected promptly at the end of the school day as follows:

Reception	<b>3.00pm</b>
Form I & Form II	<b>3.10pm</b>
Form III & Form IV	<b>3.20pm</b>
Form V & Form VI	<b>3.20pm</b> (Monday & Friday) <b>4.00pm</b> (Tuesday, Wednesday & Thursday)

### **Procedure**

#### **End of the School Day / Co-Curricular Clubs**

If girls are not collected on time (at the end of the school day or from Co-Curricular clubs) then the following procedures will apply.

#### **10 minutes late**

- Pre-Prep children are taken to the school office
- Prep children who are not collected are sent to the library and their names given to the school office

#### **15 minutes late**

- Parents/carers of children who have not been collected will be telephoned by a member of the office staff
- Telephone numbers for each child are available on SchoolBase
- Calls should start with the parent who is the main carer and then work through the other numbers
- Duty ELT member escorts late children to Twilight Club and records their name on the 'Late List'

### **40 minutes late**

- If no contact has been made with the parent or carer the Headmistress or a member of the Extended Leadership Team must be informed

### **60 minutes late**

- If there is no communication with the expected collector without information or contact with any of the given emergency numbers then relevant Social Services should be called for advice.

Telephone 020 7641 4000 (Westminster Social Services)

Telephone 020 7974 6666 (Camden Social Services)

Explain the situation and they will give advice on what to do next.

### **Extended Co-Curricular Clubs**

If girls are not collected on time at the end of an Extended Co-Curricular club then the following procedures will apply.

### **10 minutes late**

- All children are taken to Twilight Club
- Parents/carers of children who have not been collected will be telephoned by a member of the Twilight Club staff
- Telephone numbers for each child are available on SchoolBase
- Calls should start with the parent who is the main carer and then work through the other numbers
- Twilight Club staff record their name on the 'Late List'

### **40 minutes late**

- If no contact has been made with the parent or carer the Headmistress or a member of the Extended Leadership Team must be informed

### **60 minutes late**

- If there is no communication with the expected collector without information or contact with any of the given emergency numbers then relevant Social Services should be called for advice.

Telephone 020 7641 4000 (Westminster Social Services)

Telephone 020 7974 6666 (Camden Social Services)

Explain the situation and they will give advice on what to do next.

### **Twilight Club**

If girls are not collected on time at the end of Twilight Club (6pm) then the following procedures will apply.

#### **10 minutes late**

- Parents/carers of children who have not been collected will be telephoned by a member of the Twilight Club staff
- Telephone numbers for each child are available on SchoolBase
- Calls should start with the parent who is the main carer and then work through the other numbers
- Twilight Club staff record their name on the 'Late List'

#### **20 minutes late**

- Late fee applied (£25.00)
- If no contact has been made with the parent or carer the Headmistress or a member of the Extended Leadership Team must be informed

### **60 minutes late**

- If there is no communication with the expected collector without information or contact with any of the given emergency numbers then relevant Social Services should be called for advice.

Telephone 020 7641 4000 (Westminster Social Services)

Telephone 020 7974 6666 (Camden Social Services)

Explain the situation and they will give advice on what to do next.

**The School reserves the right to withdraw pupils from Co-Curricular Activities if they are regularly collected late.**

**Extended Leadership Team (ELT)**

A member of the ELT is on call until every child is collected each evening.

## Appendix