

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	3.00pm
FORM I & FORM II	3.10pm
FORM III & FORM IV	3.20pm
FORM V & FORM VI	3.20pm (Monday & Friday) 4.00pm (Tuesday, Wednesday & Thursday)

PROCEDURE

If girls are not collected on time (either from school or co-curricular clubs) then the following procedures will apply.

10 minutes late

- Prep children who are not collected are sent to the library and their names given to the office.
- Reception and Form I children are taken to their classroom to wait with staff.
- Form II children wait in the library with a member of staff.

20 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.

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.

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.