



CHILDREN COLLECTED LATE FROM SCHOOL AND AFTER SCHOOL

CLUB – CHARGING POLICY

SEPTEMBER 2018

Date of Policy Review:	Reviewer:	Date Ratified by Governors:	Date Shared with Staff:	Date of Next Review:
SEPTEMBER 2018	CLAIRE ROBINSON-JONES	September 2018	September 2018	

**Article 28:** Children have a right to a good quality education

**Article 29:** Children have the right to an education which develops their interests, talents and abilities

**Rights Respecting Schools**

As a Rights-Respecting School, we use children’s rights to underpin everything we do and learn. Marlborough Primary School has been working closely with [UNICEF](#), and is a 'Rights Respecting' School. The term is bestowed on those schools who, in the eyes of UNICEF, put the '[UN Convention on the Rights of the Child](#)', (UNCRC) at the heart of their planning, policies, practice and ethos.

UNCRC is a list of rights that all children, everywhere in the world, have. The rights are all the things that children and young people need to make sure they are healthy, happy and safe. A rights-respecting school not only teaches about children's rights, but also models rights and respect in all its relationships: between adults and children, between children themselves, and between adults themselves.

**Data Protection Statement**

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy. All data will be handled in accordance with the school’s Data Protection Policy.

Data Audit for this Policy					
What?	Probable Content	Why?	Who?	Where?	When?
Parent contact details	Pupil and parent data	To contact parents	Officestaff	Stored on school server (SIMS)	Until child leaves Marlborough School

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level of Data Compliance Requirements
	✓	

# MARLBOROUGH PRIMARY SCHOOL

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SEPTEMBER 2018	CLAIRE ROBINSON			

**Article 28:** *Children have a right to a good quality education*

**Article 29:** *Children have the right to an education which develops their interests, talents and abilities*

Under Section 457 of the Education Act 1996 and relevant Regulations the school Governing Body has the power to impose a charge on parents or carers who fail to collect their child from school within a reasonable time after the close of the school day or after school activity. The Governing Body accepts that it is the responsibility of the school to ensure parents and carers are notified of the timing of the school day or after school activity and also when those times are varied for a specific event or date.

The Governing Body has decided that, except in emergency situations, where children are not collected from the school within fifteen minutes after the school day or after school activity ending, then a charge will be made to the child's parent or carer. The school accepts that a variety of emergency situations can arise due to unforeseen circumstances and will ensure that the charge is not imposed on the parent where there is a genuine unforeseen emergency. Notification must be given to the school as soon as the situation arises or when collecting the child.

Parents should call the school with as much advanced notice as possible using the school phone number 020 8427 3087 or the afterschool club mobile number 07746 590434 as appropriate.

The school uses SIMS to keep details of children's contact information and in situations where children are not collected on time, as outlined within this document, attempts will be made to contact adults on the children's records to establish the reasons for late/non collection. Only when all these avenues have been exhausted will the police/children's services be contacted.

#### **Delegation to the Head Teacher**

The Governing Body delegates to the head teacher the discretion not to impose a charge where they are satisfied that the late collection is due to an emergency or unforeseen event.

#### **The Charging Arrangements**

In cases where a child is not collected by 3.40pm, three times in a term, the parent will be charged £10 per child, when they are collected and will be sent to the After School Club to be looked after. The parent will be issued

with an invoice and the charge raised on the child's ParentPay account. Failure to pay may lead to further action being taken.

If no contact has been made by the parent or carer by 5pm, the Headteacher, or member of SLT, may notify Children's Services that a child has been left at the school. Should the parent fail to collect the child before 6pm then the head teacher may request that Children's Services take responsibility for the child.

If the child attends an after-school activity club, parents should pick up at 4.30pm. If the parent is more than 10 minutes late, the parent will be charged £10 for late collection and will be sent to the After School Club until collected.

**After School Club**

If the child attends the After School Club then all children should be collected before 6pm. If a parent is more than 15 minutes late, on the third occasion, a charge will be levied to cover the cost of overtime for staff at the club. The charge will be £5 for every 15 minutes, or part therein, late.

**Persistent late collection**

If a child is collected late on more than three occasions from an after-school activity club, the child may lose their place at the club for that term.

If a child is collected late on more than five occasions in one academic year from the After School Club the Headteacher will meet with the parents/carers and, if it happens again, the child may lose their right to attend the After School Club.

If a family is persistently late in collecting, without extraordinary/emergency reasons, the Head will consider taking further action that may include a referral to Children's Services.

<b>Time by school clock</b>	<b>Care of children</b>	<b>Charge to parent</b>
3.25pm – end of school day	End of school day – children to be collected by parent/carer from playground or classroom	
3.25pm – 3.40pm	Children wait with their teacher in the playground	No charge
3.40pm onwards	Children sent to ASC to be looked after	£10 after the 3 <sup>rd</sup> occasion
<b>Similar principle will apply to late collection from activity clubs:</b>		
4.30pm – end of activity club	End of activity club – children to be collected by parent/carer from playground	No charge
4.30pm - 4.40pm	Children wait with their adult in the playground	No charge
4.40pm onwards	Children sent to ASC to be looked after	£10 after the 3 <sup>rd</sup> occasion
<b>After School Club</b>		
6pm – end of After School Club	End of After School Club – school closes – children to have been collected by 6pm	No charge
6pm – 6.15pm	Children wait with ASC staff in the small hall	No charge until 3 <sup>rd</sup> occasion when parents will be charged £5 for every 15 minutes (or part) therein.