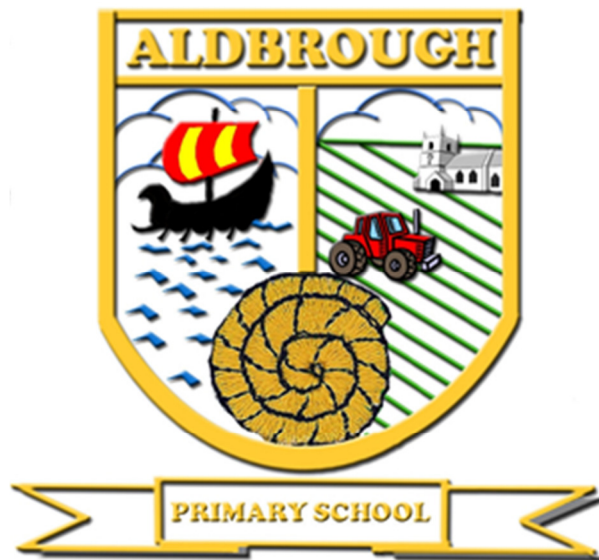


Aldbrough Primary School



Collection of Pupils after school procedure Policy

Revision	Amendments	Date	Gov Ratified	

Procedure for collection of pupils after the school day if parent/carers are delayed or late.

- Parent/carers should if possible, inform school if they are delayed collecting pupils
- If an other adult is nominated to collect pupils they must inform school
- Pupils are taught that if the adult they are expecting to collect them is not in the playground they should return to school and report to a member of staff
- Staff will keep pupils in the front entrance until they are collected
- If no message has been received school will try to contact parent/carers. If no contact can be made school will try and arrange for another adult on the contact list to collect pupils
- If pupils are not collected by 4:30 p.m. and no contact can be made school will seek advice and support from social services.