



Uncollected Children Policy

Aims

- Ensure child safety.
- Inform school community of end-of-day procedures.
- Maintain clear communication and up-to-date contact details.

Policy

- Collection times:
- Main school: 3:05 p.m.
- Nursery: 2:45 p.m.
- 2-year-olds: 11:45 a.m. or 3:20 p.m.
- Main school gates open around 2:50 p.m.
- Keep classroom door areas clear.
- Nursery: Parents collect inside.
- 2-year-olds: Parents wait at the door.

Collection Procedures

- Key Stage One: Children handed to parents outside the classroom by 3:05 p.m.
- Key Stage Two: Children meet parents in the playground by 3:05 p.m.
- Uncollected children by 3:15 p.m. are taken to the school administration office.

Guidance for Parents/Carers

- Collect children on time.
- Provide up-to-date contact information.
- If delayed, contact the school immediately.
- Inform the school if someone else is collecting your child, including providing a password.
- If no one arrives by 5:00 p.m., social services (MASSH hub, Stockport) will be contacted.

Procedure for Uncollected Children

- Teacher supervises children.
- By 3:10 p.m., uncollected children are taken to the Admin office.
- Staff check for any parent/carer messages.
- If no contact is made, staff will call parents/carers and emergency contacts.
- If unreachable by 5:00 p.m., contact MASSH hub.
- In emergencies, contact the police.

After School Clubs

- Arrive 10 minutes before the club ends.
- Late collection follows the above procedures.
- Children won't be released to another adult/child (16+) without prior permission.

Policy Information

- Copies in the administration and Headteacher's offices.
 - Policy available on the school website.
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