



Chestnut Nursery School



## Exeter Children's Federation

### Exeter Children's Federation Late Collection Policy

1. At each school within the Exeter Children's Federation, there is an expectation that children will be collected promptly at the end of the school day
2. Within the Federation, 'promptly' is defined as at least within 10 minutes of the end of school.
3. At Wynstream the school day finishes at 3:10pm  
At Montgomery the school day finishes at 3:15pm  
At Chestnut the school day finishes at 3:00pm
4. We understand there may be occasions when, for some reason, a parent/carer may be late collecting their child/ren. In these circumstances we expect to receive notification, by telephone as soon as a parent/carer knows they will not be able to collect promptly.
5. If a parent/carer is unable to collect promptly, we ask they make alternative arrangements for collection and notify us of who will be collecting their child/ren or ask that they be placed in after school club, where they will be expected to pay the fee for that place.
6. If no notification is received, we will try to make contact with a parent/carer and a Late Collection letter will be issued.
7. If necessary, we will decide if a child needs to be placed in after school club and parents/carers will be charged accordingly.
8. This decision will be made only after we have attempted to try and establish the whereabouts of a parent/carers and no child will be placed by school into after school club until at least 3:30pm.
9. If children are regularly collected late from school, we will place children in after school club at 3:30pm and the parent/carer will be expected to pay the full appropriate fee.
10. If parents have not collected their children at the end of after school club and we have been unable to contact anyone, we will consider reporting concerns to the police and social services as part of our safeguarding procedures.
11. If parents/carers do not pay fees, school will follow the Devon County Council debt recovery plan.



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### Montgomery Primary School

Redvers Road

Exeter

EX4 1BS

Tel: 01392 285240

Email: [admin@montgomery.devon.sch.uk](mailto:admin@montgomery.devon.sch.uk)

Name of child .....

Date .....

Dear Parent/Guardian

Please be reminded that the school day officially ends at X:XXpm. If you are unable to pick up at this time please make alternative arrangements for your child's collection.

We have an After School Club, who are able to collect children from their class at the end of the school day.

In future, if your child is not collected on time they will be booked into After School Club and you will be charged accordingly.

We hope you understand that the school's staff are unable to look after children at the end of the school day due to important meetings and training commitments.

Please let us know if we can support you in any way with this, or you require any further information.

Yours sincerely

XXXXX XXXXXXXX

[Head of School](#)