



Uncollected Children

There may be times at sessions where children have not been picked up. All of the members of staff have got access to our Central Database. This has got the contact numbers for all children. We normally will give it 5/10 minutes after the session before we make a call to parent/guardian as 90% of the time, parents are running late or stuck in traffic etc. We will then give a parent a call to ask where they are and how long they will be. There may be the occasion that the parent won't answer. The child will be taken inside to the main office to see if they can make a call as well.

There has been times where parents are consistently late. This is obviously not acceptable. We would make the school aware of this as there may be signs of neglect which we must address. A letter would be sent to the parents to inform that this can't happen.

Parents are given our contact number so they can call us if they know they will be late. If a child is being picked up by someone other than parent/guardian then they must inform us and let us know.

To sum this up, the child will never be left unattended. They will always be with an adult until they get picked up.