

## **LOWER SCHOOL LATE PICK UP PROCEDURE**

In the event of a parent/carer failing to collect a child at the appointed time from the Lower School the following procedure takes place:

- The form teacher stays with the child in the classroom
- If a child is not collected 15 minutes after the collection time, the office staff telephone parents
- If contact is made with parents, confirm arrangements
- If parents not contacted after 20 minutes, take the child to 'After School Club' and continue to try and contact parents, liaising with the person in charge of 'After School Club'
- If no contact continues after an hour, contact Mrs J Morris, who will liaise with the registered person (Mr J Bartlett) and will take the decision to contact the Local Authority.