Trinity CEVAP School
After School Club Late Collection Policy

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Status & review cycle	Non-Statutory Bi-Annual
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1. Purpose of the Policy

Our After-School Club is committed to providing a safe, welcoming and enjoyable environment for all children. We aim to ensure that children are cared for appropriately and that staff are able to finish their working day at the agreed times.

We ask all parents and carers to respect the club's collection times and ensure that children are collected promptly at the end of their booked session.

2. Collection Times

All children must be collected by the following times:

Monday to Thursday: 5:30pm

Friday: 4:30pm

Parents and carers are responsible for ensuring that they arrive in sufficient time to collect their child and leave the premises by the designated closing time.

3. Late Collection Charges

If a child is collected after the club's designated closing time, a late collection fee will apply.

The charge will be £5 for every 15 minutes, or part thereof, that the collection is late.

The charge will be applied for each additional 15-minute block entered. This means that a further £5 will be added every time another 15-minute period, or part of that period, is exceeded.

Examples of late collection charges:

Time collected after closing	Charge
1–15 minutes	£5
16–30 minutes	£10
31–45 minutes	£15
46–60 minutes	£20
61–75 minutes	£25

These charges are necessary to cover additional staffing costs when staff are required to remain on the premises beyond their contracted working hours.

4. Unforeseen Circumstances

We appreciate that unexpected circumstances, such as traffic delays or emergencies, can occasionally occur.

If you know that you are going to be late, please contact the club as soon as possible to let a member of staff know.

Please be aware that contacting the club does not automatically waive the late collection charge as staff will still require to be paid.

5. Emergency Contacts and Alternative Collectors

Parents and carers must ensure that the school has up-to-date contact details and emergency contact information.

Children will only be released to individuals who have been authorised by the parent or carer, in accordance with the school's collection procedures.

If a parent/ carer or other named contact is unable to collect their child, they must contact the school to make arrangements for an authorised alternative collector.

6. Repeated Late Collection

We understand that occasional delays can happen. However, repeated late collection places additional pressure on staff and affects the smooth running of the club.

Where late collections become frequent, the school/club reserves the right to arrange a meeting with parents or carers to discuss the situation and agree on a way forward.

Persistent late collection may result in a review of the child's place at the after school club.

7. Staff Responsibilities

The school will:

Ensure children remain appropriately supervised until they are collected.

Record the time of any late collection.

Inform parents or carers of any applicable late collection charges.

Follow the club's safeguarding and collection procedures at all times.

8. Parent and Carer Agreement

By registering their child at the After-School Club, parents and carers agree to follow this Late Collection Policy.

We kindly ask for everyone's cooperation in ensuring children are collected on time, allowing staff to fulfil their responsibilities and finish their working hours as scheduled.

Thank you for your understanding, cooperation and continued support.