



UNCOLLECTED PUPIL POLICY FOR PARENTS

JUNIOR HOUSE

At the end of every day, Form Teachers ensure that all pupils from EYFS to Year 6 are collected by a parent / carer or designated adult. Pupils in Year 5 / Year 6 may be allowed to make their own way home if we have received written parental / carer permission.

At the end of the school day, pupils remaining at school will be supervised in Clubs or in Twilight Care. If any pupil is not collected by ten minutes after the end of the school day the following actions will be taken.

- The teacher on duty will escort the pupils not attending an extra-curricular club to Twilight Care.
- At 4.30 pm, when Clubs end, the teacher on duty will escort the pupils left in school to Twilight Care
- If a pupil remains uncollected quarter of an hour after Twilight care finishes, i.e. 6:15 pm, and no contact can be made with the pupil's parents / carers, then the Designated Safeguarding Officer (DSL) or member of the Senior Leadership Team (SLT) may be contacted. The DSL or member of SLT may contact Social Services once arriving at school. The member of staff on duty will wait with the pupil until the DSL or member of the SLT arrive or they are collected either by Social Services or a parent / carer, whoever is first to arrive. Messages to this effect will be left on all the telephone numbers of the parents / carers and emergency contacts.
- On occasions when no after school care is provided as, for example, on the last day of term, if, 15 minutes after the school day ends, there has been no contact to explain a delay in collection, Westfield staff will begin contacting parents / carers and /or emergency numbers. If it is impossible to contact parents / carers, the pupil will remain with Westfield staff who will continue to try to contact parents / carers. If, after half an hour, no contact has been made with the parents / carers and Westfield staff have been unsuccessful in establishing a reason for the delay, the Designated Safeguarding Officer (DSL) or other member of the Senior Leadership Team will be contacted.
- All pupils will remain the responsibility of the school and under no circumstances will a pupil be taken from school by any person who is not authorised to collect her.

SENIOR HOUSE

Pupils may remain supervised in school until 6.00 pm. If a pupil is not collected by then, the teacher on duty will begin contacting parents /carers and/or emergency numbers.

- If it is impossible to contact parents / carers, the pupil will remain with the member of staff on duty who will continue to try to contact parents.
- If a pupil remains uncollected quarter of an hour after supervision finishes, i.e., 6:15 pm, and no contact can be made with the pupil's parents / carers, then the Designated Safeguarding Officer (DSL) or member of the Senior Leadership Team (SLT) may be contacted. The member of staff on duty will wait with the pupil until the DSL or member of the SLT arrive. This member of staff may contact Social Services and wait with the pupil until they are collected either by Social Services or a parent / carer. Messages to this effect will be left on all the telephone numbers of the parents / carers and emergency contacts.