

Parkhill Infants' School



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Headteacher: Miss M A Mersh B.Ed

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Dear Parent/Carer

Charging policy for late collection of children from school

The governing body of Parkhill Infants' School is proposing to adopt a charging policy for the late collection of pupils. The Policy will come into force at the start of the Summer term 2009.

I enclose a copy of the proposed policy and would invite your comments which should be sent to the Chair of the Governing Body, via the school, by the 12 February 2009. All feedback will be given due consideration by the school's governing body.

Yours sincerely

Miss M Mersh
Headteacher
On behalf of the Governing Body



Parkhill Infants' School
Charging Policy Statement for
The Charging of Late Collection of Children

Introduction

Under Section 457 of the Education Act 1996 and relevant Regulations the school governing body has the power to impose a charge on parents or carers who fail to collect their child from school within a reasonable time after the close of the school day or after school activity.

The governing body accepts that it is the responsibility of the school to ensure parents and carers are notified of the timing of the school day or after school activity and also when those times are varied for a specific event or date.

The governing body has decided that (except in emergency situations) where children are not collected from the school within **30 minutes** after the school day or after school activity ending, then, at the discretion of the headteacher, a charge will be made to the child's parent or carer. This charge can be increased each 30 minutes thereafter that the child is not collected. The headteacher will also be able to charge parents/carers who are persistently late collecting their child eg late 3 or more times in any one week or any other pattern of late collection which causes concern.

The Charging Arrangements

In cases where a child is not collected within the timescales set out above at the end of the school day or after school activity a charge of **£10** will be made to the parent/carer for the first **30 minutes** of non-collection and then **£10** thereafter for each **30 minute** period that the child is not collected. The parent will be issued with an invoice and expected to pay within the date set on the invoice. Failure to pay will lead to further action being taken.

Should the parent fail to collect the child within **two hours** then the head teacher will contact the local police to notify them that a child has been left at the school.

The purpose of the charge imposed is to meet the additional costs in salary and resources that the school incurs from the late collection.

Persistent Late Collection

If a family is persistently late in collecting a child then the head teacher will consider taking further action that may include a referral to the Education Welfare Service or the Children's Trust Social Services team.

Delegation to the Head Teacher

The governing body recognizes that in an emergency situation the late collection of a child may be unavoidable. Therefore the governing body delegates to the head teacher the discretion not to impose a charge where they are satisfied that the late collection is due to an emergency or unforeseen event.

Date agreed by Governing Body.....

