

ST PIRAN'S SCHOOL

UNCOLLECTED CHILD POLICY

The normal school day finishes at different times for different age groups.

- Pre-Prep (Nursery to Year 2) finish at 3.30pm
- Years 3 and 4 finish at 4.10pm
- Years 5 and 6 finish the taught day at 4.10pm but can attend either a prep session or an activity until 5.10pm on Mondays, Tuesdays and Thursdays. On Wednesdays, school finishes at 4.10pm and on a Friday at 5.10pm after Chapel.

The school runs a wraparound Extended Day service, until 6pm every school day.

If parents are delayed

Parents are asked to telephone the school immediately if they know they will be late for the normal end of school day pick up, due to traffic, an accident etc. to avoid undue concern. They should leave a contact mobile number. The child will be sent to Extended Day until they are picked up. Parents will be charged.

- Contact number up to 5:30pm – 01628 594300 (main school office)
- Contact number from 5:30pm-5:55pm 01628 594352 (extended day)
- Contact number after 6pm 07747 025284 (Headmaster)

If a child has not been collected by 6pm, the Extended Day Manager will hand over the child to the duty SMT member. The Duty SMT member will attempt to contact the parents and emergency contacts as soon as possible. The Duty SMT member will ensure that the parent has a direct contact number for them in school so that contact can be maintained.

If no contact has been made with either parent or guardian after 30 minutes, the Headmaster will be informed and Social Services may well be contacted.

The Headmaster (also the Designated Safeguarding Lead) will write up notes on the event, to be retained with the child's records. SMT will be informed in case of future occurrences.

Reviewed by: SMT
Date: July 2017
Next Review Date: July 2018