



Silverhill Primary School

Policy for Late Collection of Children - After School Club

Policy No	Issue date	Review date
	June 2013	June 2015

Silverhill Primary School has a 'zero tolerance' approach to the late collection of children from the After School Club and will impose a late collection fee in order to cover the additional costs of staff time for having to stay after their contracted hours.

The School will make parents/carers aware of this on a regular basis through the School's newsletter, brochure and website.

Term and Conditions for charging for the late collection of children are shown in Appendix 1.

If you have any concerns over this new policy please address your letter to the Governors at Silverhill Primary, who will contact you.

## Appendix 1

### Silverhill Primary School - After School Club

#### Late collection of children after 6.00pm.

The After School Club operates between the hours of 3.20pm and 6.00pm. All children must be collected before the Club closes. Whilst we appreciate that on occasion you might be delayed there have been a number of incidents that have resulted in staff having to stay well after 6pm.

In order to cover the additional costs of staff time for staying with the children beyond their contracted hours the following charging policy will apply.

#### Late collection charges

The after school club closes at 6.00 p.m. Any child collected after this time will be charged a late collection fee. The charge will be **£8.00 per child every 15 minutes (or part thereof)** after the booked session has ended. The fee will need to be paid in full before the child attends the next session.

On the first occasion the fee will be charged and the parents reminded of the importance of collecting their child on time. The incident will be logged and the Headteacher will be informed.

On the second occasion the late fee will be charged again. A letter will be given explaining that should the parent be late once more they will forfeit their child's place within the After School Club. This incident again will be logged and the Headteacher informed.

On the third occasion the late charge will apply and the parent will lose their child's place within the After School Club with immediate effect. A final letter will be sent advising the parent of this.



## SILVERHILL PRIMARY SCHOOL

*Headteacher Kate Nash*  
Draycott Drive, Mickleton, Derby, DE3 0QE  
Tel 01332 511138 Fax 01332 513666  
[head@silverhill.derby.sch.uk](mailto:head@silverhill.derby.sch.uk)



Date

To the Parent of, \_\_\_\_\_.

Dear Parent,

**Silverhill After School Club  
First Occasion of Late Collection**

You have incurred a charge of £\_\_\_\_\_ today as you did not collect your child(ren) until\_\_\_\_\_.

This charge is to cover the additional costs of staff time for staying beyond their contracted hours.

This amount needs to be paid before your child attends their next session of the After School Club.

Attached is a copy of our Late Collection of Children policy.

Yours faithfully,

Mrs K Nash  
Headteacher.



## SILVERHILL PRIMARY SCHOOL

*Headteacher Kate Nash*  
Draycott Drive, Mickleton, Derby, DE3 0QE  
Tel 01332 511138 Fax 01332 513666  
[head@silverhill.derby.sch.uk](mailto:head@silverhill.derby.sch.uk)



Date

To the Parent of, \_\_\_\_\_.

Dear Parent,

### **Silverhill After School Club Second Occasion of Late Collection**

You have incurred a charge of £\_\_\_\_\_ today as you did not collect your child(ren) until \_\_\_\_\_.

This amount needs to be paid before your child attends their next session of either the After School Club.

This is the second incident. If you are late collecting your child again you will automatically lose your child's place in the After School Club as we cannot continue to ask staff to stay beyond the normal After School Club hours.

Yours Sincerely

Mrs K Nash  
Headteacher.



## SILVERHILL PRIMARY SCHOOL

*Headteacher Kate Nash*  
Draycott Drive, Mickleton, Derby, DE3 0QE  
Tel 01332 511138 Fax 01332 513666  
[head@silverhill.derby.sch.uk](mailto:head@silverhill.derby.sch.uk)



Date

To the Parent of, \_\_\_\_\_.

Dear Parent,

**Silverhill After School Club  
Third Occasion of Late Collection**

You have incurred a charge of £\_\_\_\_\_ today as you did not collect your child(ren) until \_\_\_\_\_.

This is the third incident and, in accordance with our Late Collection Policy, resulting in your child(ren) losing their place at the After School Club.

Yours Sincerely

Mrs K Nash  
Headteacher.