



PRIORY SCHOOL
EDGBASTON

EARLY YEARS COLLECTION, LATE COLLECTION AND NON-COLLECTION POLICY

(STATUTORY)

Trustee Committee:	Risk & Compliance	
Date Approved:	September 2025	
Next of Review:	September 2028	
Member of Staff Responsible:	Serah Mockbil – EYFS Manager	
Trustee Overseer:	Ms Mattison	
Intended Audience:	Employees, Volunteers, Parents and Visitors	
Relevance:	Whole School	No
	Early Years	Yes
	Preparatory	No
	Seniors	No
Access:	Website	Yes
	Internal	No
	Restricted	No

Our Mission Statement

Priory School is a thriving, co-educational independent school founded upon a rich Catholic heritage which welcomes those from all faiths and none.

In partnership with parents and guardians we provide a nurturing, family-based ethos, alongside high-standards of teaching and learning, enabling all pupils to achieve their potential.

We embrace diversity and interfaith understanding alongside awareness of environmental and global issues, in response to the needs of our time.

The Governors and staff at Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors, regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.

The Governors, staff and pupils are committed to the safeguarding and welfare of pupils and staff.

To meet the needs of our school community, all our policies, including this policy, can be made available on different formats such as different font sizes or styles, colour, or alternate languages.

The Governing Council understands it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

Collection

- At Priory Poppets, we expect all parents to agree an approximate time to collect their child from the setting. We give parents information about the procedures to follow if they expect to be late.
- Children will only be allowed off the premises if accompanied by a known parent or regular carer. If anyone else will be collecting the child, staff must be informed beforehand.
- Parents/carers will agree a safety password with the nursery in advance to be used by anyone collecting a child who is not the parent. This is completed on the 'Authorisation to collect a child' section of the welcome pack, which every parent/carer completes when their child starts. We also encourage parents to provide photographs of other representatives whose details are recorded on the phone which helps with identification, however this is not mandatory.
- If someone not known to us comes to collect a child, staff will check their identity and for any authority to give them custody of the child. In the event of no authority being held we reserve the right to contact the child's known parent or legal guardian and refuse to hand over the child to the person who has come to collect them.
- Parents must appreciate that we are under a legal obligation to ensure the welfare and safety of each child and that embarrassment can be avoided if we are informed who is collecting the child, especially if it is a parent/carer we do not usually see.

Late Collection and Non-Collection

- Children are expected to be collected on time at the end of the day. If a parent is unexpectedly delayed, they should telephone Priory Poppets to advise the staff of the situation, so we can reassure the child. If possible, parents should arrange for their representative to collect their child and advise us who it will be. In an emergency where we cannot be contacted, the representative should be given the set password.
- Priory Poppets staff will wait for 10 minutes after the end of a session, to allow for hold-ups, before attempting to contact the parent. If the parent cannot be contacted, we will wait a further 10 minutes before trying again. We will then phone your emergency contacts.
- If after 30 minutes, the child has still not been collected and no contact has been made with a parent or other representative then the Early Years Department will call the Duty Officer at Social Services Department for advice. (Before 8:45 and after 5:15)

Contact number for Duty Officer outside normal working hour: 0121 675 4806

- Once this call to the local authority has been made, OFSTED (and the manager if not on site) will be informed that a child has not been collected. The manager will then inform the head of Prep school/ Headmaster.
- At all times the child will be supervised by two members of staff. Where possible the child will be looked after on the premises. A child will not be allowed to go home with any member of staff, unless that member of staff is a personal friend of the family and recorded as a representative on the registration form.
- Parents must bear in mind that young children have little concept of time and even a delay of 5 minutes may cause anxieties, especially if all the other children have been collected and they are the only one left. At the end of each day the room must be cleaned and set up for the next session. The late collection of children delays this process. Staff may have their own children to collect from school and possibly appointments to keep, so parental co-operation in this matter is required.

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- In order to provide this additional care (after the first 10 minutes) a late fee will be charged to parents. This will pay for any additional operational costs that caring for a child outside their normal nursery hours may incur.

Timings Late Charge

Up to 18:15 £25

Up to 18:30 £75

Up to 18:45 £100

Up to 19:00 £150

Contact numbers:

Out of hours Duty Team (CASS) 0121 675 4806

Ofsted 0300 123 1231

Monitoring and Review

The policy is constantly being reviewed to take into account any changes with contacts or procedures and take account of educational initiatives and respond to the future priorities of the school.

This policy will be monitored by the Early Years Manager, who will report to the Deputy Headteacher on its implementation on a regular basis. It will be reviewed by the designated member of the Governing Council