**TINTWISTLE C.E. (A) PRIMARY SCHOOL**

**FAILURE TO COLLECT CHILD PROCEDURE**

Tintwistle School recognises that occasionally there may be situations where parents or carers are unavoidably delayed. In this situation parents should always aim to notify the school as soon as possible and arrange for the child to be placed in after school care. If the school is not informed that parents will be delayed the process set out below will be followed:

* After ten minutes the child will be placed in after school care, this will be charged at £4 per hour (full or part)
* All contact numbers will be tried repeatedly and messages left
* Any further emergency contact numbers will be tried
* At 5.30pm when the after school club shuts social care/the police will be called and the matter handed over to them
* On no account may a child be taken by a person not known to the school without the express permission of the parent or carer.

J. Griffin 9.1.20