



FINTON HOUSE
SCHOOL

UNCOLLECTED CHILDREN POLICY

This draft policy is currently being reviewed by the Pastoral Team and will be signed off by Governors at the full board meeting in the Autumn Term

Member(s) of staff responsible: Catherine Gomez

Date Revised: September 2025

A hardcopy of this policy is available to all governors and parents on request from the School Office. It is accessible to all staff electronically (in the Policy folder on the Staff Admin Drive) and a hardcopy held on file in the Head's Office. This policy applies to all at the school including those in Reception (the EYFS).

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1. Introduction

The aim of this policy is to clarify the process for children who are not collected in a timely manner. This policy should be read in conjunction with the Child Protection & Safeguarding Policy.

2. Procedure

Any uncollected children should be taken to Owls located in the library (after dismissal or after a club). Parents have 15 minutes grace after dismissal (i.e.: 4.15 pm) and clubs (i.e.: 5.15 pm) after which time they will be charged the hourly rate of £20.00.

Owls is the after school care provided each day of the week from 4.00-6.00pm (Friday 3.30-5.30pm) in the Library and the children are able to complete homework, have a snack and take part in quiet activities such as reading.

The adult collecting the child enters through Wandle Road gate at 5pm collection or the front gate (171 Trinity Road) and via the office Reception area at one of the other scheduled half-hour collection times (parents are not able to collect children direct from the Library).

At the end of Owls, paper registers are filed. The School Administrator then collects these.

After Owls finishes (6.00pm), the club leader should phone the parents of any uncollected child. If the parents cannot be contacted the member of SLT on duty is informed. One of the Child's emergency contacts is called, and they are asked to collect the child. If the Head is not in school inform them by using the following mobile number: 07795 491615 and the DSL can be contacted on 07415 876696. If all the above fails, then either the DSL, Head or the Deputy DSL will telephone MASH - 020 8871 6622 or Out of hours: 020 8871 6000.