



# Uncollected Student Policy

To whom it applies: **Prep School (including the EYFS)**

Who is responsible for the policy:

**Head of Prep**

Review Dates:

Last Review: September 2025

Next Review: September 2026

### Uncollected Student Policy

We expect the students to be collected promptly at the end of the school day.

The following grid outlines collection times at the end of the academic day from Monday to Friday:

Reception	1530	1530	1530	1530	1545
Year 1	1530	1530	1530	1530	1545
Year 2	1530	1530	1530	1530	1545
Year 3	1640	1640	1640	1640	1600
Year 4	1640	1640	1640	1640	1600
Year 5	1640	1640	1615	1640	1600
Year 6	1640	1640	1615	1640	1600

#### Student not collected

Children in Reception to Year 2, before 4.30pm. If the child is uncollected then the member of staff responsible for the child will take the child to After School Care (in the Nursery or Atrium) and then attempt to contact the child's parents. The member of staff is responsible for informing the staff in After School Care if the parents have been contacted and what arrangements have been made.

Children in Years 3 to 6, if uncollected at the end of the school day, should be taken to Supervised Study (School House) or to the Atrium for After School Care (Farmhouse). Staff handing a child to Supervised Study or Tea, should tell the staff on duty if the parents have been contacted and what arrangements have been made.

The end of the day for all Prep students at Nursery, Farmhouse or School House sites is 6pm. If a student is not collected by that time, the staff member should telephone the parents to let them know that their child will be taken to a member of the SMT's office. In the Farmhouse, a note should be left on the door of the After School Care room informing parents where to collect their child.

SMT will make every effort to contact the student's parents and emergency contacts.

At 7pm in the event of failure to contact the parents, the Head of Prep will notify the relevant authorities as needed.

West Sussex Children's Social Care: 01403 229900

Emergency Duty Team out of hours: 033 022 26664

This policy should be read in conjunction with the following additional College Policies and Guidance:

- Parent Handbook
- Whole College Safeguarding and Child Protection Policy
- Supervision Policy