



Bessemer

Late Collection Policy

The normal school day at Bessemer is between 8:55am and 3:30pm. After school enrichment clubs usually run from 3:30pm to 4:30pm.

The After School Club runs from 3:30pm to 5:55pm.

All children must be collected on time. While we appreciate that there are occasions where a child may be collected late due to unforeseen circumstances, we need to ensure that staff are not regularly being expected to supervise children outside of their contracted hours.

End of the school day

- School finishes at 3:30pm.
- Staff responsible for a class will remain in the playground or classroom until 3:40pm.
- At 3:40pm, children will be taken to the school office for collection.
- If a child is not collected by 3:45pm, Parents / Carers will incur a £2.00 charge per child which will be added to their ParentMail account.
- If a child is not collected by 3:55pm, they will be taken to After School Club which will result in a Parent / Carer incurring a £13.00 charge per child for the cost of attending. This will be added to their ParentMail account.

Enrichment clubs

- Most clubs finish at 4:30pm.
- If a child is not collected by 4:45pm, they will be taken to After School Club which will result in a Parent / Carer incurring a £13.00 charge per child for the cost of attending. This will be added to their ParentMail account.
- If a Parent / Carer is late on 3 occasions, their child / children will no longer be able to attend the club.

After School Club

- After School Club finishes at 5:45pm.
- If a child is not collected by 6:00pm, Parents / Carers will incur a charge of £2.00 per child. If a child is not collected by 6:10pm, a Parent / Carer will incur a charge of £5.00 per child. This will be added to their ParentMail account.
- If a Parent / Carer is late on 3 occasions, their child / children will no longer be able to attend After School Club.

Morning Nursery

- Morning Nursery finishes at 11:45am.
- Nursery practitioners will remain in the classroom until 11:55am.
- At 11:55am, children will be taken to the school office for collection.
- If a child is not collected by 12:00am, Parents / Carers will incur a £2.00 charge per child which will be added to their ParentMail account.



- If a child is not collected by 12:10pm, they will be taken to the lunch hall to have lunch. Parents/ Carers will incur a £5.00 charge per child which will be added to their ParentMail account.

Additional details

- Parents / Carers are expected to call the school if they going to be late for collection. The details recorded above will still be enforced whether a Parent / Carer has informed the school or otherwise.
- When Parents / Carers are persistently late for collection, they will be asked to attend a meeting with a member of Bessemer's Senior Leadership Team.