

Rounds Green Primary School

Brades Road, Oldbury, West Midlands, B69 2DP

Head teacher: Dr. Sarah Batstone

Tel: 0121 552 1910 Fax: 0121 552 7332



After School Club Tel: 07599 966732

Late Collection of Children from School

The Local Authority has established a procedure along with colleagues from Children's Social Care for schools to follow in the rare event that children are not collected from school on time.

If you are going to be late collecting your child please let the school know (see above for telephone numbers).

End of School Day Times

Nursery AM: 11.45am

Nursery PM: 3.30pm

Reception – Year 6: 3.15pm

The procedure will also apply to after school clubs:

Clubs: 4.45pm

Procedure staff will follow if a pupil is not collected at the end of the school day:

- If a pupil is not collected at the end of the school day or after attending after school clubs we will establish with the pupil what their understanding of the arrangement was and try to contact anyone on the child's emergency contact list if parents are unavailable.
- If parent has not made contact or arrived 20 minutes after the end of the school day / after school club a further call will be made and another message left to inform parents that a referral is being made to Multi-Agency Safeguarding Hub (MASH), who are part of Children's Social Care, if no call is received in 10 minutes.
- If the child is not collected and no contact is made within the above timescale a referral will be made to MASH and their recommendations followed which could be to contact West Midlands Police.
- If a child is collected frequently late regardless of the time of collection, the school will consult Sandwell's Safeguarding Children's Boards threshold document to determine if a referral to social care is required.