

EYFS Failure to Collect Policy

Title: EYFS Failure to Collect Policy	Responsible: F J Sanchez
Date implemented: September 2012	Reviewed: October '17
	Next Review: October '18

Children in the Reception Classes, Year 1 and Year 2 may stay until 5:20pm without prior notice.

- Between 3.30pm and 4pm the children will stay in their classrooms, or their parallel year group classroom, where they will be provided with fresh fruit and a drink of milk or water, before enjoying a story.
- After 4pm, the children move through to the middle area, where they have the opportunity to enjoy a range of play activities, under the supervision of Pre-Prep staff. A further snack is provided before the late duty provision finishes at 5.20pm.
- If no carer has arrived by 5.20pm the children will remain in the Pre-Prep building, but go into the care of the Head of Pre-Prep or the Deputy Head of Pre-Prep, or a member of the Pre-Prep teaching staff in the first instance. The Head of Pre-Prep is always informed – fjs@sprattonhall.com.
- If the Pre-Prep child remaining has a sibling in the Prep School, they may be taken to the 'late prep', provided for Prep School pupils. Reception children must not be taken to late prep.
- If the child is not able to go to late prep, the child remains in the Department with the supervising adult.
- Just before 5.30pm the office is notified that we have a child remaining in Pre-Prep.
- If no earlier notification of a delay has been received the supervising adult attempts to contact parents/carers.
- At 5.35pm, a member of the Pre-Prep staff accompanies the child to the main school entrance where a member of SMT is alerted. The member of Pre-Prep staff may also stay if they feel the Pre-Prep child would feel happier in the presence of a more familiar adult.
- Continued attempts are made at contacting parents, carers or alternative adults on the parent's contact list stored on Engage, through home, mobile, work and emergency contact numbers.
- The Deputy Head and/or a member of SMT are informed.
- The Head Master is informed.
- Continued attempts are made at contacting parents, carers or alternative adults on the parent's contact list stored on Engage, through home, mobile, work and emergency contact numbers.

- If absolutely no adult can be contacted from our list of contacts and considerable time has passed (1 hour) since the end of Late Duty, we would fulfil our statutory duty to inform the Mash Team of a 'non-collection of a child'.