



**LORETO PREPARATORY SCHOOL**  
**Dunham Road, Altrincham, Cheshire WA14 4GZ**  
**Telephone: 0161 928 8310**  
*Registered Charity No. 250607*

## **FAILURE TO COLLECT POLICY**

### **Mission Statement**

At Loreto Preparatory School  
We are eager and inspired to do our best,  
Meeting the challenges and opportunities of a changing world  
With love in our hearts.

We are called to be joyful and prayerful,  
Living the Gospel and the Catholic faith  
And celebrating the values of Mary Ward  
With our parents and the whole Loreto family.

*Women in time to come will do much.*  
*Mary Ward*

*This policy has been written with regard to and in the spirit of our school aims, in particular to enable children:*

*'To feel secure and valued within a safe and well-maintained environment.'*

***This policy applies to the whole school, including the Early Years Foundation Stage, and before and after school provision and activities.***

This policy complies with the Independent School Regulations (ISSR) Part 3 September 2016) and KCSIE (September 2016) and includes the Early Years Foundation Stage and before and after school provision.

All children must be collected by the adult who is expected to collect them. Where this is different from the norm, or if the parent will be late, the school must be informed by the responsible adult. No child may be allowed to leave the school either without an adult or with a person under the age of 16 years.

### **Children left at the End of the Day**

Children left at the end of the day are the responsibility of the head teacher or the senior member of staff on site, who will make the necessary arrangements to contact the parents and ensure the safe collection of the child.

If a child is not collected at the end of the school day and no communication has been received from the parent/guardian by 3.50pm, the pupil will be taken to our after school club where she will be supervised. The school office will notify the head teacher or a member of the senior management team and the parents/guardians will be contacted. If the parent or guardian cannot be contacted and no information is received by 6.00pm, then the head teacher will inform the police (0161 872 5050) and follow their advice.

## **Pupils with Special Educational Needs or Disabilities**

Appropriate support is given to children with special educational needs or disabilities. The staff are made aware of these children through the SEND register.

*Reviewed Summer 2016*

*Next review Summer 2018*