

Hady Primary and Nursey School

Late Child Procedure

If a child has not been picked up at the correct time of 11.45, 12.30 or 3.30 for Nursery or 3.15pm for R to Yr6, the class teacher will telephone the parent/guardian after 10 minutes. If there is no reply from them then the class teacher will contact the emergency number for the child. A member of staff will sit with the child reading a book until the parent/guardian arrives. If no contact is made to any of the emergency numbers then the co-ordinator will inform the Headteacher or Assistant Head immediately, who will contact Social Services.

This policy also refers to study club and all school activities. Study club will charge £5.00 for 5.15-5.30pm