



ST MARY'S SCHOOL HAMPSTEAD

Uncollected Child POLICY

September 2025

Reviewed September 2025
Next Review Date: September 2026

MISSION STATEMENT

St Mary's School seeks to provide an outstanding education firmly founded on the Catholic Faith.
Spiritual and moral principles are nurtured in a way that is reflected in daily life.

Within a happy and caring environment and based on the recognition of the dignity, worth and wellbeing of each child, high standards are expected. Intellectual development is emphasised and fostered along with the pursuit of academic excellence.

St Mary's values the unique contribution of every child within the school community.

St Mary's is inclusive and welcomes girls from all communities and faith backgrounds, or none, and believes that all benefit from the school's values.

St Mary's aims to encourage an active partnership between home, school, parish and the wider community.

Late Collection of Children

Early Years Foundation Stage: Pre-Nursery, Nursery and Reception

If you are running late for collection or otherwise unable to collect your child at the correct time, please inform us as soon as possible by telephoning the School Office and informing the School Administrator or Receptionist of your reason for being late and your estimated time of arrival. This information will then be passed onto your child's class teacher who will take full responsibility for your child until 3.45pm. At 3.45pm if your child has not been collected your child will then be taken to After School Club. The payment protocol will then be applied.

If you are late collecting your child from school and do not telephone the School Office, your child's class teacher or a member from the Administration team will telephone you at home/work; if no contact is made, the emergency contact numbers will be used. Your child's class teacher or a member from the Administration team will keep calling you every 15 minutes until contact is made. The class teacher will take responsibility for your child until 3.45pm. At 3.45pm if your child has not been collected, they will be taken to After School Club. The payment protocol below will then be applied.

After School Club will be chargeable at the normal daily rate, billed in arrears at the end of term.

Due to the impact that late collection from After School Club has on the school staff, there will be a late collection surcharge of £20 for any child collected after 6.00pm (which is the time that the school building closes). This fee is in addition to the After School Club charge.

If you have not collected your child by 7.00pm the school will contact the out of hours Social Care Services Department at Camden (020 7974 4444).

Years 1-6

If you are running late for collection or otherwise unable to collect your child at the correct time, please inform us as soon as possible by telephoning the School Office and informing the School Administrator or Receptionist of your reason for being late and your estimated time of arrival.

Children who have not been collected ten minutes after their daily dismissal time, or after the dismissal time of their extra-curricular after-school club/activity, will be sent to After School Club. This will be chargeable at the normal daily rate, billed in arrears at the end of term.

Our School Office will try to make contact with you to establish your estimated time of arrival at school while your daughter is cared for in After School Club. If no contact is made, the emergency contact number will be used and a member of the SMT/SLT will be informed.

Due to the impact that late collection from After School Club has on the school staff, there will be a late collection surcharge of £20 for any child collected after 6.00pm (which is the time that the school building closes). This fee is in addition to the After School Club charge.

If you have not collected your child by 7.00pm the school will contact the out of hours Social Care Services Department at Camden (020 7974 4444).