

Federation of St. Godric's RCVA Primary School, Thornley & St.  
Mary's RCVA Primary School, Wingate

**Policy In Case Parents Fail To Collect Children**

**Mission Statement**

St. Mary's Primary School offers a distinctive Catholic education within a caring, welcoming, Christian community, where everyone can feel valued, confident and secure; and have the opportunity to reach their full potential.

We believe that each person is unique, talented and loved by God.

By working in partnership with parents, parish and the community, we aim to create a challenging, stimulating and effective learning environment, where Christ is our inspiration.

*"You are unique, talented and loved by God"*

Rationale

At our school, we always prioritise the health & safety of our pupils and will always ensure, to the best of our ability, that they get home safely at the end of the school day.

School Policy

Pupils always stay with their class teacher at the end of the day until the adult due to collect them is identified. If a parent fails to collect a child at the end of the school day, the following procedures will be followed:

- The teacher brings the child back into school with them.
- The office attempt to contact the child's parents to find out why they are late.
- If unsuccessful at contacting parents, the other emergency contact numbers provided by the parent will be tried until a known responsible adult can collect the child.
- If this still proves unsuccessful, we will keep the child until 4.45pm, whilst repeatedly trying the contact numbers we have been given & any other community links we know of to try to contact the parents.
- Following an after school club we will keep the child for 45 minutes.
- If no contact has been made by that time, we will contact Social Care Direct & the Police to inform them that a child has been left at school and wait with the child until arrangements have been made for the child to be cared for.