



Non Collection of Child Policy ***Når et barn ikke blir hentet***

Prepared by: Head Teacher
Approved by: The Governors
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The aim of this policy is to ensure that every child at The Norwegian School in London is collected or taken care of by an authorised person at the end of the school day. It is the prime responsibility of the parents/guardians to see to it that every child is collected at the appropriate time every day.

Unless other arrangements have been made, all pupils in Y1-4 will have to be signed out and collected by an adult at the end of the school day. Pupils in Y5-10 do not have to be signed out or collected by an adult at the end of the day.

Procedures

- Parents of children starting at the school are asked to provide specific information which is recorded;
 - home address and telephone number
 - work telephone number
 - mobile number
 - name and telephone number of another responsible adult who is authorised to collect their child
- On occasions when parents or the persons normally authorised to collect their child are not able to collect the child, they should orally or in writing record the name and telephone number of the person who will be collecting their child
- Parents are informed that if they are not able to collect the child as planned, they must inform the school as soon as possible.
- If a child is not collected at the end of the day the child will wait in the office of the DSL (SMB is back up). The school will contact parents by telephone. If this is unsuccessful, the Emergency Contacts provided to the school will be contacted and asked to pick up the child. If this is the case, the school will follow up during the evening.
- If neither a parent or the Emergency Contacts are able to pick up the child, and the premises are closing, the Head Teacher and School teacher will liaise with the DSL. Merton Children and Families Hub team will be contacted on **020 8545 4226** for advice/guidelines on how to proceed.
- When a child is collected after the given limit, the parent or carer must sign the "Parent Collection Book" which is found in The School Business Manager's office.