

# AZBUKA Russian-English Bilingual school

## Late Collection Policy

All the Azbuka Russian-English Bilingual school policies should be read in conjunction with the Equality Policy, Safeguarding and Child Protection Policy

PERSON RESPONSIBLE: Head Teacher/Head of Admin-School governor  
Approved by: Governors of AZBUKA Foundation  
Approved: September 2023  
DATE OF NEXT REVIEW: July 2024

### Late Collection of Pupils Policy

Dear parents

It is with great regret we have to introduce now a new policy and procedure for the **Late Collection of Pupils** at AZBUKA School and Nursery.

Over the years, we have been warning the parents and carers of the difficulties and complications involved with children being picked up late after School or Nursery. Any children staying onsite after pick up times have to be supervised by the teachers, which leads to our staff working overtime and teachers not being able to get on with their duties. Children staying onsite must be under supervision at all times. Furthermore, after school hours the School and Nursery space is used for other activities such as meetings, cleaning, planning and rearranging of the space. Children staying onsite after pick up times also causes serious health and safety issues, which is why we are introducing the procedure that parents from now on will be issued with the **Late Collection Fine** if their child/children stay after hours.

#### For Nursery children

Pick up time 13:00. If the child is still on-site at 13:10 parents will be charged £5 for every 15 minutes they are late to pick up their child.

Pick up time 14:30. If the child is still on-site at 14:40 he/she will be automatically transferred to the Short Stay After-school Club. Parents will be charged a full fee of £7.

#### For School pupils

Pick up time 15:15. If the child is still on-site at 15:25 parents will be charged £5 for every 15 minutes they are late to pick up their child.

#### Warning System

We understand that there might be unforeseen circumstances, therefore the parents will be issued a Late Collection Warning after two late pick-up occurrences, and on the third occasion, the fine will be applied and will continue thereafter.

**Late collection fines will be added to your termly invoice.**

**Persistent lateness.**

In case of persistent lateness, the school will follow our Attendance Policy and Safeguarding procedures.

**Uncollected child.** If the child is uncollected and the schools had not been informed about late collection, the school will use the registered contact details of the parents and carers and next of kin. If the school is unable to contact any of the parents or carers for the next 2 hours, social services will be contacted for further advice.

We would like to emphasise again that for many years the governors have tried to avoid the Late Collection Fines at AZBUKA, but unfortunately, it has now become unavoidable. This measure has been taken to ensure that all our children are collected from School and Nursery on time. This is for each individual child's benefit as well as for the whole AZBUKA School.

Lateness pick up/drop off/attendance notification Reminder:

Attendance / Lateness Pick up/ Drop off

Must e-mail to [office@azbukafoundation.org](mailto:office@azbukafoundation.org) And/or leave a message on school office number 02083922286

Kind regards,

Maria Gavrilova (Head teacher)

Svetlana Malinina (Head of Admin/school governor)

*On behalf of the governors of the AZBUKA Foundation*