



Greswold Greyhounds Late Collection Policy

Audience	School based staff Parents
Co-ordinated by	A Hall
Date written / reviewed	July 2026
Date of next review	July 2027
To be reviewed by	K Scott
Associated Governing Body Committee	Finance

School Vision Statement

To provide an inclusive learning community where every child matters

Aims and Expectations

Our school aims to embed the principles of BRICKS:

- Belonging
- Respect
- Independence
- Curiosity
- Kindness
- Success

School Aims

- *To provide a high standard of education in a stimulating, varied environment in which children can learn effectively;*
- *To create a caring atmosphere in which children are taught good citizenship, are happy and encouraged to act independently and foster self-discipline;*
- *To encourage the children to co-operate with, understand and care for others from all backgrounds and abilities, thus children are guided into responsibility not only for their own development but also that of the whole school family;*
- *To ensure that every child, whatever their ability, has the right and opportunity to attend our school with appropriate resources and support wherever possible, and to have access to a broad and balanced curriculum;*
- *To create, maintain and develop a physical and emotional atmosphere where children are stimulated to develop powers of observation and lively enquiring minds;*
- *To develop an understanding of decision-making and the need for rules, maintaining a continuous effort to improve standards for the general good and success of all.*

Greswold Greyhounds Late Collection Policy

Policy for Greswold Greyhounds Late Collection

- Greswold Greyhounds closes promptly at 6pm.
- Collection after 6pm is recorded by the Manager.
- The Manager will then discuss the lateness with the parent/carer by phone within 2 working days.
- The parent/carer will be charged a late fee of £10.00 for any collection after 6pm. The fee is payable to Greswold Greyhounds within 2 working days of it being issued and the parent being informed.
- Any collection after 6pm will be charged at £10.00 per child up to 6.15pm. Timings will be strictly followed and any collection after 6.15pm will incur a further £10.00 charge per 15 minutes or for any time in between.
- Persistent late collection resulting in two late charges within a 3 month period will be reviewed with the Manager and Greswold Governors. This could result in the loss of a child's place in the provision. In these circumstances any credit on the childcare account would be refunded in full.
- We recognise that there may be occasions where parents/carers are unavoidably delayed and we ask that a call is made on 0121 703 2800 by 5.40pm. If parents have a relative or friend who can collect, we ask for the person's full name and a password to be given over the phone.
- If a parent or designated adult is 30 minutes late in collecting a child and the Manager has not heard from, or had any contact from the parent or designated adult that was due to collect the child, then our policy is to contact our Greswold School Safeguarding Lead or the Solihull Multi-Agency Safeguarding Hub for further advice and guidance regarding next steps.
- The child will remain in the care of the setting until they are collected by the parent, carer or designated adult or alternatively placed in the care of Social Services.