



Sharm International British School

UNCOLLECTED CHILD POLICY

Adopted: September 2012
Amended: Autumn 2014
To be reviewed: Autumn 2015

The School day ends at 2.00pm (or 2.55pm following after school activities).

Children are supervised by staff as they leave school, until they are collected by their parent or carer. Pupils must be seated outside the school office if not collected by 2.15 pm; staff should ensure their safe delivery there. A billing process of 50 Le per child for each 15 minutes late will be applied.

Enquiries should be made of the parents of any uncollected child who has been taken to the office without prior notice.

It is the parents' responsibility to inform the class teacher of any changes to the accepted procedure regarding the collection of their child/children at the end of the day, by using the home/school link book. Staff are responsible for handing a child over to their parent; any other arrangements must be written in the home/school book or via email to the school office. Under Child Protection legislation, collection protocols will be followed at all times. If a child is being collected by an adult other than a parent, a WRITTEN and SIGNED instruction from parents should be received by the school. However, in an emergency, verbal authorisation is acceptable, but only from the child's parent, not from the person collecting the child. This is to protect your child and their safety.

After School Activities

Staff/adults responsible for after school clubs should supervise children at the gate for 5 minutes. Thereafter, children are to sit outside the school office to await collection. A billing process of 50 Le per child for each 15 minutes late will be applied, from 3pm.

If there is more than one instance per term of late collection following an after school activity, the school reserves the right to withdraw the child's access to the activity.