

Reference Number S24	Shared with Staff	Ratified at FGB	Review Date September 2025
Headteacher Alexandra Wilkinson Date: 14.10.2024		Chair of Governors Date:	
Policy Title	Late Charges		

## Our school vision and the policies in our school

*Lanercost Church of England Primary School is a caring, unique and aspirational rural community which aims for every child to live life in all its fullness. Our small Christian school is driven towards a life-long love of learning, equipping every child in becoming forward thinking, compassionate young adults who are prepared for the ever-changing world around them. As a school family*

*rooted in Koinonia<sup>1</sup>, we enable every child to reach their divine potential, celebrate their individuality, and grow in wisdom and knowledge. Throughout each child's journey we ensure that all in our diverse community are treated with dignity and respect.*

Our vision underpins everything we do in school, including our policies. In our opinion, policies are not stand-alone documents but a vehicle for ensuring that all our children are safeguarded, happy, and have the best education we can provide. Once ratified, these policies are upheld by all members of our community.

## Understanding 'Live Life in all its fullness'

A desire that underpins our vision and part of our everyday life at Lanercost C of E, is for every member of our school family to live 'life in all its fullness' (John 10:10). When writing or adopting policies, our whole community considers whether this is at the forefront of the policy.

We believe that ensuring 'life in all its fullness' means 'educating the whole person', and this is taken from the 1988 Education Reform Act (in a programmatic statement that remains in force and is deservedly influential). It sees the child's physical and intellectual development united with spiritual, moral, social and cultural development. This is something we hope to whole-heartedly reflect on and consider when undertaking policy within our small, rural school.

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<sup>1</sup> Koinonia is the Christian fellowship or body of believers (Merriam-Webster.com)

## Late Collection Policy

At Lanercost C of E Primary School, we understand that occasional delays can happen. However, to ensure the smooth running of our school and the well-being of all children, we have the following late collection policy in place:

- **Collection by 3:25 PM:** All children must be collected by 3:25 PM unless they are attending an after-school club. Any child not collected by this time will automatically be placed into the "Stay and Play" session.
- **Stay and Play Charges:** If the "Stay and Play" session has not been pre-booked, it is charged at a flat rate of £5, regardless of how long the child remains in the session.
- **Late Collection After 5:00 PM:** Any parent or guardian collecting their child after 5:00 PM will incur an additional charge of £20, regardless of the actual pick-up time. This charge will double every 30 minutes thereafter (e.g., £40 for collection after 5:30 PM, £80 after 6:00 PM).

We did not want to enforce this policy; however, due to a number of regular late collections after 5:00 PM, we have had no choice but to implement it in order to maintain fairness and support our staff.

**Exceptional Circumstances:** We understand that unforeseen events may prevent a timely collection. In cases of the following exceptional circumstances, late fees **may be** waived:

- Unforeseen medical emergencies
- Unforeseen road closures or accidents

We appreciate your cooperation in adhering to these guidelines to ensure that all children are cared for in a timely manner. Please contact the school as soon as possible if an exceptional circumstance arises.