

## **The Croft Preparatory School**

### **Late Duty Procedure**

*This procedure applies to children in Early Years and Pre-Prep only, to cover the time between 3.30 – 4.00pm.*

A child is eligible to attend Late Duty in the following three circumstances:

- They have an older sibling in Prep, to avoid the inconvenience of a parent coming to school twice to collect children
- The child is being collected by the parent of another child who is in Prep (car share or one off help from another parent)
- They attend an extra-curricular club, including Wraparound, which commences at a time later than 3.30pm

If a child stays for all/part of Late Duty for any other reason the school reserves the right to charge a £3.00 fee.

It is very important that we know of any children who are on site, who do not attend Late Duty regularly, in case of an emergency or fire drill. In these situations we ask parents to inform the School Office by telephone if they believe they will be late to collect their child/ren, so that we can book them in to Late Duty as soon as possible.

Parents must collect their Pre-Prep child first, at around 3.55pm, before going to collect their child in Prep.

If a parent is unable to collect their child/ren and has not contacted the school to book Late Duty, the child will be taken care of in Late Duty and Wraparound until such time as the parent(s) arrive to collect them. Any children who remain uncollected at 4.00pm will be taken to Wraparound where further fees will apply. The matter of charges will be settled with the parent(s) at a later time.

Under exceptional circumstances, such as traffic congestion caused by road accidents, or unexpected flooding, there will be no fee for children attending Late Duty whilst waiting for their parent(s) to collect them.