



**DORMER
HOUSE
SCHOOL**

Left Child Policy

Rules apply for any child that is still in school after 6pm:

- We ask that all parents who are running late inform us as soon as possible and state a time that the child will be collected.
- If by 6 pm a child has not been picked up and we have had no communication staff should ring the home and mobile numbers.
- If this fails we will then ring the nominated emergency contact person.
- If by 6.30 pm all methods been tried and failed then Social Services should be contacted.
- After 6 pm a late pick up charge of £10.00 per child, per quarter of an hour applies.
- Contact details are kept in school. It is however the parent's responsibility to notify the office of any changes.

This policy is monitored by the Headteacher and the Trustees and will be reviewed annually.

Signed

Date: