



## **PARK HILL SCHOOL**

### **CHILD COLLECTION POLICY**

Children are only handed over to known parents or other individual authorised by the parent/s.

If parents request that their child is collected by someone other than themselves, this information must be given in writing to the school. An email from parent/s (from a previously submitted email address), an entry in the child's communication book or a letter is acceptable. Verbal messages to the Principal, Headmistress or School Secretary are also acceptable. The person collecting must be given an agreed password if s/he is not known to school staff.

#### **UNCOLLECTED CHILDREN:**

In the circumstances that a child is not collected from school, staff will follow the procedure as set out below:

- Contact parents and emergency contacts and request collection. Wait with the child until s/he is collected.

If contact is not possible:

- Contact all staff who may have taken and mislaid a message.

Failing uncovering a message:

- Contact Mrs Emma Carroll, Headmistress, Mrs Marie Christie, Principal, Mrs Sue Klahn, School Secretary or Mrs Kim Watts, School Secretary.
- After 6pm Social Services are to be contacted and informed.

The Out of Hours (after 5pm) telephone number for Kingston, Merton, Sutton and Richmond children is: 020 8770 5000

For Wandsworth children: 020 8871 6000