



Uncollected Students Procedure

- All students should be collected by an adult on dismissal from their classroom, unless they are old enough to exit the school grounds unaccompanied or are attending After School Care in which case they should head there immediately on being dismissed from their classroom.
- If students are not attending a pre-booked After School Care session they must phone After School Care to advise them of this.
- If a parent/carers is unable to collect their child on time they must contact the school office and advise of who is to collect the child and/or the time they are able to get there.
- Children will be supervised by school staff until 3pm.
- If a student has *not* been collected by **3pm**, and the parents/carers *have not* contacted the school to advise of a later pick up time, a staff member will phone the emergency contacts list in order of priority until someone is reached and collection is organised.
- If no-one on the contacts list is contactable then Bellerive Police (131 444) will be rung and advised that the child is unsupervised. The child will be passed in to their care.

