

11 December 2017

Dear parent/carer,

### Procedure for failing to collect a child

At Holbrook School for Autism we are committed to the welfare of each child in our care. Provided below are our procedures should a parent, carer or taxi fail to collect a child at the end of the school day.

- If no one has arrived to collect a child by 15:15, school staff will make every attempt to contact the child's parent, carer, taxi, or emergency contact(s) in order to make arrangements.
- If contact cannot be made, we will attempt to contact parents, carers, taxi, or emergency contact(s) every 10 minutes.
- Two members of staff will remain on the premises at all times until the child is collected.
- If the school has been unable to contact anyone authorised to collect the child by 15:45 (within the period of 30 minutes after school has closed) then school will be required to contact social services and the chair of the governing body and await further instruction.

If you have any questions regarding this procedure, please do not hesitate to contact the school.

Yours sincerely



Julian Scholefield  
Headteacher