

St. Comgall's Primary School



A Policy Statement When children are not collected

Last Reviewed January 2019

It will sometimes happen that children are not collected at 1.45p.m./2 p.m./3 p.m. The class teacher/teacher on duty at gate, is instructed to bring them to the general office and place them in charge of the secretaries who will make contact with their parents. The secretary supervises them until their parents collect them.

If children are not collected at the end of After School clubs/trips etc, then the teacher from that club/trip etc must ensure that parent/guardian are contacted and child is supervised until collected.