

Monday, 26 August 2019



Dear Parent/Guardian,

Assalamu 'alaikum wa rahmatullahi wa barakatuh,

REF: LATE COLLECTION OF CHILDREN

The impact on a child of not being picked up from Maktab on time cannot be underestimated. The child that has been left behind will feel an increasing level of anxiety and distress the longer that they are unsure of where their parents are. Clearly this is not a good thing to happen to any child.

The impact on the Maktab of having a child left behind at the end of the day is also great as it requires two members of support staff to supervise that child. This means that those staff will not be able to undertake their duties in preparation for children's learning the following day and this **also incurs an additional staffing cost to the Maktab.**

Unfortunately, we are seeing an increasing number of occasions where children are being picked up late. I am fully aware that there are frequently valid reasons or emergencies where the parents/carers have been delayed and, when the Maktab is informed in advance of this, I will always take an understanding view.

However, some parents/carers appear to be unwilling to acknowledge the impact that this has on both their child and the Maktab and seem to think that the Maktab is able to offer a free, out of hours childcare service.

It is because of these few who regularly pick up their child late with no prior contact being made to the Maktab that I am forced to take the following action.

From Wednesday 29th August 2019 the following will apply:

- All parents/carers should be onsite and ready to pick up their children when Maktab learning ends at 6:20pm/ 7.50pm
- Children who are not picked up by 6:30pm/8.00pm will be taken to the Late Collection Room on each site where they will be supervised by Maktab support staff.
- If it is the first occasion of late collection and the parent/carer has notified the Maktab that they are held up then no charge will be made for the supervision of the child.
- There will be a charge of £10 per hour or part thereof per child applied to contribute to the cost to the Maktab for supervision of children if one of the following applies:
 1. A first occasion of late collection with no notification made by the parent/carer by 6.30pm/8.00pm.
 2. A repeat occurrence of late collection by the parent/carer by 6:30pm.
- The charge of £10 per hour or part thereof per child will be expected to be paid on arrival. For example, if two children are collected after 6.30pm/ 8.00pm in the above circumstances, the parent would be charged a total of £20 for their supervision.
- In line with the safeguarding policy, if a child remains uncollected by 8.10pm safeguarding processes will be started and a referral will be made to social services and to the police. Further attempts to contact parents to advise them of this will be made by maktab staff.

Thank you for your continued partnership in safeguarding the children and supporting their learning and wellbeing.

We look forward to your on-going support.
JazakaAllah Khair

DA Admin