



## Late Pickup Policy

## **Purpose**

This policy is written in agreement between Pleiades Leisure Ltd (PLL) and the King's Primary School, Kew (The School).

PLL and The School have an obligation to stay with any uncollected child at the end of the day, until such time as that child is collected.

If a parent is running late, they should call the school office / the school office will call them to find out where they are.

At this point, if the parent is going to be more than 15 minutes late, they will be asked to either:

- Book a place for their child at the after school club via the PLL website, [www.pllgroup.co.uk](http://www.pllgroup.co.uk) or
- Consent for their details to be shared with PLL (if they haven't used the club before)

At this point the child will be allowed to attend the club.

## **Payment**

If the child attends the club without a prior booking, PLL will charge the parents £15 in arrears.

## **Agreement**

I agree to the terms of this policy.



Charlie Adams, Director  
PLL