

## Al Wataniya International School

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## المدرسة الوطنية الدولية

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### Late Collection Policy

#### End of Day Timings

Foundation Stage pick-up – 13:00 to 13:15

Milepost 1, 2 & 3 pick-up – 13:45 to 14:00

#### After School Club

At Al Wataniya International School, we offer an After School Club to support parents in collecting their children at a suitable time for them. This is a payable service. The Foundation Stage After School Club runs from 13:00 until 14:00. The Milepost 1, 2 & 3 After School Club runs from 14:00 until 15:00.

#### Late Collection Policy

If a child in Foundation Stage is not collected by 13:20, their parents/guardian will be contacted and asked for an estimated arrival time. Once they arrive at school, they will be asked to sign their child out using the 'Late Pick-up' QR code. They will be reminded of the school timings and consequences of being late.

If a child in Milepost 1, 2 & 3 is not collected by 14:05, their parents/guardian will be contacted and asked for an estimated arrival time. Once they arrive at school, they will be asked to sign their child out using the 'Late Pick-up' QR code. They will be reminded of the school timings and consequences of being late.

#### Consequences of Late Collection

Parents are granted 3 'free late pick-ups' and must sign the children out using the 'Late Pick-up' QR code each time.

After the 3<sup>rd</sup> late collection, the parent will then be charged for an After School Club session on each occasion that they are late to collect their child. The fee for After School Club is QR 50/- per day. Parents will receive an invoice at the end of each half term.

#### Exceptions

If a parent contacts the school in advance to inform staff that they will be late to collect their child, they will be exempt from this policy, unless a pattern occurs. If a pattern occurs, the parent will be invited to a meeting with the Deputy Head Pastoral and will be charged for After School Club sessions.

***Ensuring children are collected from school punctually is important to all members of our school community. Late collection can be unsettling and worrying for children and our staffs' time is extremely valuable. Please ensure your child is collected on time.***

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*Our vision is to nurture and empower successful global leaders  
through inspired learning.*