

Joint Headteachers: Ms Danielle Boder-Cohn & Mrs Daniella Spector

### Lower Gan

Tel: 020 8386 1515

ganim-lower@bushey-community.org



### Upper Gan

Tel: 020 8386 1616

ganim-upper@bushey-community.org

Bushey & District Synagogue  
177-189 Sparrows Herne, Bushey, Herts., WD23 1AJ  
Admissions - Ms D Boder-Cohn: 020 8386 1515  
Registered charity No: 242552  
[www.busheyganim.org.uk](http://www.busheyganim.org.uk)

---

## **Uncollected Child Policy**

If a parent/carer is more than 10 minutes late and a child has not been collected at the end of a session, the following steps should be taken:

- 2 members of staff will remain with the child and ensure that he/she receives our normal high standard of care in order to cause as little distress as possible.
- We will check the daily 'collection list' on which parents/carers provide details of the person collecting on the day, if they are not collecting themselves.
- We will refer to 'Emergency Contact' form and call parents/carers at home, work, Mobile and other emergency numbers provided.
- If unsuccessful, we will contact friends to gain information, which could help, resolve the situation.
- If, after all reasonable attempts have been made, there is no satisfactory explanation, after 30 minutes we will contact Children, Schools & Families (CFS) 0300 123 4043 and inform **OFSTED**. Tel: **0300 123 1231**.
- A member of staff shall remain with the child until he/she has been collected.
- No member of staff should take the child home with them.
- A full written report of the incident will be recorded.

**Please make sure you collect your child on time. A waiting child is an anxious child!**

Our morning session ends at 12:30pm  
1.30pm for lunch club - Lower Gan  
3pm for afternoon sessions – Upper Gan

### **Additional Charges**

**Depending on the circumstances, we reserve the right to charge parents/carers for the additional time worked by our staff, at a rate of £3 per five minutes.**