



## *La Petite Ecole Française*

*73 Saint Charles Square*

*London W10 6EJ*

*Tel: 0208 960 1278*

*E-mail: admin@lapef.co.uk*

*Directrice de l'école: Camie Steuer*

*Directrice Administrative: Sarah Silvestre*

### **CHILD NOT PICKED UP FROM SCHOOL PROCEDURE**

If a child is not picked up after school or at an appointed time and it is not possible to get in touch with anyone entitled to pick him up, the following action should be taken:

Call again every phone number given to you by the parents.

If it is one hour after the end of school or the appointed time and there is no communication from the parents, call the police station and the social services. Under no circumstances should the member of staff take the child to the child's home or to their own home. The child should remain at the school supervised until the police, social services or parents arrive.

**POLICE EMERGENCY NUMBER: 999**

**POLICE NON EMERGENCY: 101**

**RBKC Social Services: 020 73613013**

**RBKC Social Services Emergency Duty Team (out of hours):**

**020 73732227**