



La Petite Ecole Française

73 Saint Charles Square

London W10 6EJ

Tel: 0208 960 1278

E-mail: admin@lapef.co.uk

Headteacher: Rebecca Stewart

Admin Head: Alix De Saint Quentin

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**

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Reviewed: DM/ADS/RS 27/09/26