

Ightham Primary School



Arrivals and Departures Policy After School/Breakfast Club

Review Details:

Next Review Date	September 2023
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Arrivals and Departures Policy - Ightham Primary School After School/Breakfast Club

After School/Breakfast Club recognises that the safe arrival and departure of the children in our care is paramount.

The Session Leader will ensure that an accurate record is kept of all children in the Club, and that any arrivals or departures are recorded in the register. The register will be kept in an accessible location on the premises at all times. This process will be supplemented by regular head counts during the session.

Escorting children to the Club

- The Club and school have a clear agreement concerning the transfer of responsibility for children's safety.
- The school and the Club keep an identical register of children who require escorting between locations which is updated daily.
- Children are met in the School Playground at 7.50am for Breakfast Club.
- At the end of the school day (3.20pm) the class teacher (or delegated adult, e.g. Teaching Assistant) is responsible for escorting children to the agreed Meeting point.
- If a child is booked into the Club but is not at the collection point, staff will check to see if the child was present at school that day. If the whereabouts of the child is not known, staff will immediately inform the designated contact at the school and the child's parents or carers.
- Class teachers/teaching assistants for KS1 will escort children to the club. Children from KS2 will make their way to the school hall and will be met by a member of staff.

Arrivals

Our staff will greet each child warmly on their arrival at the Club and will record the child's attendance in the daily register straightaway, including the time of arrival.

Departures

- Staff will ensure that parents or carers sign children out before they leave, including the time of collection.
- Children can only be collected by an adult who has been authorised to collect them on their registration form.
- The child's parents or carers must inform the Club in advance if someone who is not listed on the registration form is to collect the child. The manager will contact the main parent or carer for confirmation if they have any concerns regarding departures.
- The parent or carer must notify the Club if they will be late collecting their child. If the Club is not informed, the **Uncollected Children** policy will be followed.
- **Collection 1 is by 4.30pm** – Gates from the Recreation Ground will be open. The gate between Year 2 & Year 6 classroom will be opened at 4.10pm. The school playground gate will not be opened for health & safety purposes. Parents are no longer able to park on the playground for this collection.
- Children will be released from After School Club between **4.20pm & 4.30pm**. Parent/carers will stand at the top of the steps to the covered way when collecting your child, your child will be released to you. Please do not enter any school buildings.
- **4.30pm** - any children not collected by this time will return to the hall and the gate will be locked.

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- There will be no option to collect your child after your child has returned to the hall until Collection 2 and you will be charged until 6.00pm for your session.
- Please note, if your child has left their belongings in the classroom or elsewhere in and around the school, they will remain there until the next school day. Staff will not enter other buildings to allow children to collect belongings.
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- **4. After School Club Collection 2**
- 5.45pm - Main Gate to the playground will be unlocked
- 5.45pm - Parents/carers to park on the playground. Parent/carers will stand at the top of the steps to the covered way. Your child will be released to you. Please do not enter any school buildings.
- Children have to be collected at 6.00pm. Children collected late between 6.00pm – 6.15pm will be charged an additional £10.00 per child for the session. Between 6.15pm &
- 6.30pm an additional £15.00 will be added.
- Please note, if your child has left their belongings in the classroom or elsewhere in and around the school, they will remain there until the next school day. Staff will not enter other buildings to allow children to collect belongings.

Absences

- If a child is going to be absent from a session, parents should notify the School in advance.
- If a child is absent without explanation, staff will contact the parents or carers and the school to check where the child should be. If there is no explanation for the absence the Club will activate the **Missing Child** procedure.
- The Club will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or family is having some difficulties and might need additional support.

This policy was adopted by: After School/Breakfast Club	Date: September 2021
To be reviewed: September 2023	Signed: Head Teacher On behalf of the Governing Body