



# After School Club Collection Policy – November 2019

## **Statement of Intent**

This policy is intended to safeguard pupils attending After School Club at Rufforth Primary School.

We are committed to the safety of all pupils, parents and staff and take every reasonable precaution to ensure safe collection at the end of our after school provision.

This policy outlines school procedures regarding times, contact details and late collections.

Head Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Chair of Governors: \_\_\_\_\_

Date: \_\_\_\_\_

To be reviewed November 2020

## After School Club Collection Policy – November 2019

Rufforth Primary School's After School Club offers two sessions: the early bird club which ends at 4:15pm and the later club which ends at 6.00pm. Parents must ensure that they enrol their children onto the correct session and that they are collected promptly.

It is the responsibility of staff and parents to ensure children are signed out on collection, with the time of collection stated.

Children should be collected by a named individual (specified on the enrolment form). If a child will be collected by anyone other than a named individual, then the parent/carer should notify After School Club before 5:30pm during the relevant session. Parents can contact the school office up to 4:00pm; after that they must contact After School Club directly.

Late collection is not acceptable. However, it is recognised that well prepared collection plans can be affected by events beyond the control of the designated collector. If the collector is going to be late, they must contact staff by telephone as soon as possible.

The After School Club telephone number is 07562500140.

If the telephone is not answered, the parent must leave a message. Messages must include the new expected time of collection. Staff will check for messages regularly in order to speak with and manage the expectations of the child.

In the event of a child not being collected at the end of their After School Club session, a member of staff will take the following steps:

- Reassure the child that they have not been forgotten.
- If staff have not been contacted by parents, they will try to contact the child's parents using the details given on the enrolment form.
- If unable to contact parents, staff will try other emergency contact numbers and named individuals specified on the enrolment form.
- Staff will continue to attempt communication on an ongoing basis until either a parent or emergency contact is spoken to. Once contact is made, staff will ask for the immediate collection of the child and an estimated time of collection for the child.
- If a child booked onto the early bird session is collected late (after 4:15pm), parents will be charged for the full session.
- Should parents not make contact and arrive later than 6.30pm, Children's Services will be contacted.
- If children are collected after 6pm, parents will be charged at £5 per 15 minutes. This charge is to cover the extra costs incurred in terms of staff wages.

Parents who are late to collect their child on two occasions within one term will be invited for a review meeting.

Should a parent fail to attend a review meeting, then their child will not be permitted to attend After School Club for five sessions already booked by the parent (a minimum of one week's notice will be given in order to enable the plan alternative childcare arrangements). A reimbursement will be given for those sessions.

Following a review meeting, parents who are late to collect their child on two further occasions within the same term will have their child excluded from After School Club for five sessions already booked by the parent (a minimum of one week's notice will be given in order to enable the plan alternative childcare arrangements). A reimbursement will be given for those sessions.

If a parent has their child excluded more than two times in one term, After School Club reserves the right to refuse further bookings from that parent on a temporary or permanent basis. The decision will be made on a case-by-case basis, taking into account the needs of and in discussion with the parent.