



Staplegrove Church School

AFTER SCHOOL COLLECTION POLICY

'That they may have life, life in all its fullness' John 10:10

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Ratified by	<i>Local Governing Committee</i>
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After school collection policy

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1. Introduction

Safeguarding is the first priority of a school and its staff. This policy ensures that there is clarity about the procedures for the end of the school day. This policy should be read with the school Safeguarding and Child Protection policy. This policy does not seek to be an exhaustive list of possible scenarios. Staff are always expected to operate with reference to the school's safeguarding policy at all times.

This policy makes reference to the responsibilities of the 'class teacher'. This definition also includes any member of staff who is responsible for a class at the end of a school day in the class teacher's absence or for an individual child.

The phrase 'after-school clubs' refers to any extra-curricular clubs, including but not limited to sports, science or music clubs.

2. Children leaving at the end of the school day.

- 2.1 Children in all classes from Reception to Year 4 should be collected by a parent or other named contact on Scholarpack. The class teacher will ensure that they see each child reunited with their parent or named adult. Children's word that they see a parent must not be relied upon alone.
- 2.2 Children in Year 5 and 6 may walk home alone if they have permission from a parent to do this. Permission will be recorded on Scholarpack and the child's class teacher is responsible for checking this prior to releasing a child to walk home.
- 2.3 Class teachers will follow guidance in sections 4 and 5 below for children who are not going home immediately at the end of the school day.
- 2.4 Children in Year 5 and 6 may not collect their younger sibling at the end of the school day.
- 2.5 Where children in Year 5 and 6 do not have permission to walk home alone, the guidance in 2.1 must be followed.

3. Late collection

- 3.1 The school day ends at 3:15pm and we expect that children are collected promptly.
- 3.2 Where a child has not been collected by 3:20pm, a phone call will be made to contacts held on Scholarpack in order of priority.
- 3.3 If a child is not collected by 3:25pm, they will be taken by their class teacher to wraparound care (Grovers). If a parent arrives after 3:25pm to collect their child, they should enter through the green gate at the back of the car part. Entry is

controlled through a push button and intercom. In this circumstance, parents will be charged for the first session of Grovers (until 4:30pm).

3.4 If there is a pattern of a child being collected after 3:25pm, this will be followed up with parents or carers.

3.5 If a parent is late to collect their child and we are unable to reach any of their named contacts, the DSL or DDSL will follow this up. This could include attempting to take the child home or contact other services, for example Children's Social Care.

4. Children attending wraparound care (Grovers)

4.1 A register of children attending wraparound will be distributed to class teachers after lunch daily.

4.2 Children who are attending wraparound care will remain in the classroom until the remainder of the class have been collected.

4.3 The class teacher will take the children who are registered to attend wraparound care and hand them over to the member of staff leading wraparound care.

4.4 If there is no member of staff to receive children at wraparound care, the class teacher should remain with the children.

4.5 If a child in Year 5 or 6 is on the list to attend wraparound care, they should not be released to go home alone at 3:15pm without the class teacher first ringing their parents for confirmation.

4.6 Parents should collect children from Grovers by entering through the green gate at the back of the car park. Entry is controlled through a push button and intercom.

4.7 Children in Year 5 and 6 may walk home alone from wraparound care in daylight. Parents should inform the school office of this in person or by phone before 3:00pm so that this can be communicated to the class teacher.

4.8 Children in Year 5 and 6 may not walk home from wraparound care during daylight savings time (typically from the October half term break until the Easter break).

5. Children attending after-school clubs

5.1 A register of children attending after-school clubs will be provided by administrative staff to class teachers at the start of each term. Any changes will result in a new register being provided to class teachers.

5.2 A nominated member of the support staff team will collect children from classrooms and hand the children over to their club.

5.2 If there is no member of staff to receive the children at an after-school club, the member of support staff should remain with the children.

5.3 If a child in Year 5 or 6 is on the list to attend wraparound care, they should not be released to go home alone at 3:15pm without the class teacher first ringing their parents for confirmation.

5.4 Parents should collect children from after-school clubs from the main school reception. Children will be brought here at the end of their club.

5.5 Children in Year 5 and 6 may walk home alone from after-school clubs in daylight. Parents should inform the school office of this in person or by phone in advance.

5.6 Children in Year 5 and 6 may not walk home from after-school clubs during daylight savings time (typically from the October half term break until the Easter break).

