

ABBOTS HALL OUT OF SCHOOL CLUB

SCHOOL COLLECTION

1 During Term Time:

- At Abbots Hall all children will be collected at the end of the day by a member of staff, all school children will be collected from designated areas in the school grounds. A member of staff will then do a register to ensure all children expected that session are accounted for, if a child does not arrive the manager will check with a teacher/parent/guardian to establish the whereabouts of the child.
- Children attending out of school club/ Holiday club will be accompanied by staff members at all times.

2 During School Holidays:

- Children will be brought to the club after 07.30 and collected from the club main room before 6.00pm by a parent/carer or other named adult, (See also Policy of Dropping off/collection by parents)
- The senior staff member present will complete an attendance register at the start of each session. If a child does not arrive the manager will check immediately with parents/guardians/ carer the whereabouts of the child.
- Out of school club staff will be clearly identified by clothing with the club logo/ name, all the teachers within the school know the Out of school staffing team.

Updated: May 2019