

Extended Provision

4Ward sports



Arriving & Departing Policy

Responsibility: Mr Ward

Next Review Date: October 2025

After School Club

Pick up:

When entering and leaving the club, the door will be controlled and opened by a member of staff. Parents must not let other parents or other adults into the building once they are inside, even if they know who they are. Parents must inform a member of staff that someone requires assistance.

Any parents who wish for another person to collect their child must inform the club beforehand, Only authorised persons 16 years of age or older may collect a child from After School Club. Any adult other that is stated in documents held by 4ward sports, a family password must be used on pick up.

If a child has not been collected by 10 MINUTES OF THEIR COLLECTING TIME the parents will be contacted, and a late charge will be enforced. In the event of no contact being made and the child has not been collected 30 minutes of collecting time then social services will be informed.

Younger children will be escorted from their classrooms, apart from Year 4, 5 & 6 who will make their own way to the After-School Room. All children will be registered once in the room. All escorts will enquire with the class teacher why a child is not present for collection. This information will be passed onto the ASC Manager. For more information on collection please refer to our Collection Policy.