

Extended Provision

4Ward sports

TROWSE AFTER SCHOOL CLUB

Arriving & Departing Policy

Responsibility: Mr Ward

Next Review Date: October 2026

After School Club

PICK UP POINTS?

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.

All parents/responsible authorised persons must complete a form from after school club providing a password if you wish any other persons to pick up your child.

If a child has not been collected by 5:30 p.m the parents will be contacted, and a late charge may be enforced. In the event of no contact being made and the child has not been collected by 5:50 p.m then social services will be informed.

Trowse staff will collect pupils 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.

For more information on collection please refer to our Collection Policy.