



Before and After School Club Collection and Drop-off Protocol – Thorpedene Primary School and Nursery

Aims of this protocol

The school recognises the importance of keeping pupils safe and aims to provide a safe and secure environment and the objective of this policy is to ensure a smooth drop off and collection process to always be in place.

List of attendees:

- If there is a change to the previously agreed arrangement, parents/carers must notify the school office by 12 midday on the day of the change. This change will be shared with class-based staff via BromCom/CPOMs/email and followed up verbally.

Drop off:

- Our breakfast club will maintain a register of attendees
- If they are expecting a pupil, who does not arrive they will (call the parents if they have not arrived by 8:30) inform the school office at the start of the day
- EYFS and Key Stage 1 Pupils attending the breakfast club will be taken by a breakfast club staff member to their class at 08:35
- The adult will make sure the teacher is present and make them aware they are dropping the pupil
- Key Stage 2 pupils will line up and be independently dismissed to the main building to walk to their classes at 8:35am.

Collection:

Pupils must stay in their classroom and be supervised by their Class Teacher or teaching assistant until they are collected by an adult from the afterschool club

- Pupils from EYFS and KS1 will be taken by teachers / support staff to club at 15:15.
- Pupils from KS2 will be dismissed from their teacher to go to club at 15:15.
- In the event of a pupil being collected early from school during the day, the office staff should inform the member of the club.
- In the event of a pupil missing who was expected to attend a club and his/her whereabouts are unknown, a staff member from the club must notify the office, and DSL immediately. Missing Child protocol will then be triggered.
- If a pupil is collected by a parent/carer at the end of the school day, but was booked into a club, the member of staff who hands-over the pupil, will ensure that the club know they have been collected.
- If a Y5/6 pupil is booked into a club, they must attend even if they say they have permission to walk home alone, until such a time as the club staff can establish satisfactory permission from parents/carers.