



Fir Tree Junior School

Fir Tree Fun Time After School Club

Policy for the Authorised Collection and Non Collection of a Child

For children to attend Fir Tree Fun Time a booking form must be completed before the beginning of a new term. The information on the booking form has the details of the authorised adult who will collect the child.

The parent must inform either the play leader or the school office if an alternative adult is collecting the child other than the named authorised adult. In the event of this not happening, the child will not be handed over until the parent has been contacted.

There is a register of attendance where the children are signed in and out when leaving with the authorised adult. This includes if a child leaves to attend an appointment and comes back for the remaining session. This is to ensure the children are accounted for at all times.

In the event of a child not being able to attend Fir Tree Fun Time, the parent should contact either the play leader or the school office.

Children need to be collected at the closing time of 5.30. If a parent is not able to collect by this time they must phone the Play Leader on the phone number provided. Two members of staff will remain with the child till the parent arrives. A charge will be levied for every fifteen minutes till collection. In the event of continuous failure to collect the child on time, a meeting will be arranged to discuss the situation.

If by 6pm a child has not been collected and there has been no contact with the parent, the Headteacher will use their professional discretion and will contact the relevant authority.

