Twilight Hours After School Club recognises that the safe arrival and departure of the children in our care is paramount.

We will ensure that an accurate record is kept of all children in Twilight, and that any arrivals or departures are recorded in the register. The register will be kept in an accessible location on the premises at all times. This process will be supplemented by regular head counts during the session.

During a Pandemic Flu outbreak, this policy will be overruled by specific procedures in line with Government Guidelines and the needs of the schools. This will be communicated to parents/carers by individual site.

**BREAKFAST CLUB ARRIVALS**

**All Saints Junior School**

Children should arrive at the double doors to the Hall via the single pedestrian gate and ring the doorbell to gain entry. Parents are encouraged to walk down with them, particularly year 3 children. Parents can watch from the pavement and should wait until they see their child enter the building. If your child is going to walk to Breakfast Club, please discuss this with us first.

**Wirksworth Junior School**

Access is via the gate on the staff car park. The padlock has a combination lock, the number will be shared with parents and changed as required. This is our padlock and only in use whilst we are present in school. Please ensure the padlock is replaced after you have come through the gate.

Children should then be brought round to the front of the Medway building.

**AFTER SCHOOL ARRIVALS**

**Escorting children to Twilight from All Saints’ Infants School**

* Twilight staff will stand on the steps overlooking the Top Playground.
* The Year 2 children congregate there with their Teachers and we will collect them from their groups.
* The Year 1 and Foundation Stage children are brought to the Twilight Staff by classroom staff.
* Parents should advise All Saint’s Infants School which days their child will be attending Twilight Hours Club.
* If a child is booked into Twilight but is not there, Twilight staff will check with school staff to see if the child was present at school that day. If the whereabouts of the child is not known, staff will immediately inform the school staff and the child’s parents or carers.

**After School arrival at Twilight from All Saints’ Junior School**

* Twilight staff will be positioned in 2 collection points outside the school Building.
* A staff member will stand between the pedestrian gate and Reception at the junction in the path, the Year 4 children will be brought over by their classroom staff. The Year 6 children will be escorted by their classroom staff to ensure they reach our staff.
* Another staff member will stand on the Top Playground. The year 3 children will be brought over by their teachers and the Year 5 children will be brought around and up the steps to our staff. Twilight staff will be able to ask the classroom staff about any absences.
* If the whereabouts of a child is not known, the **Missing Child Procedure** will be activated.
* Children participating in After School activities such as Homework Club can be brought to Twilight by school staff.

**After School arrival at Twilight from Churchtown School**

* A member of Twilight Staff will wait in the Hall.
* Absences will be queried immediately with the school office.
* If the whereabouts of a child is not known, the **Missing Child Procedure** will be activated

**After School Arrival at South Darley**

* **Staff will wait for the children in the school playground.**
* **Absences will be queried immediately with the school office.**
* If the whereabouts of a child is not known, the **Missing Child Procedure** will be activated
* **Children will be walked through the side gate, which will then be left open for school staff who will lock it behind us.**
* **Our children will then be walked to the village hall, paying close regard to any cars in the car park.**
* **The hall door will be locked from the inside whilst in setting.**

**Escorting Children from Winster School to Twilight at South Darley**

* Children are transported by school staff
* Parents must agree this with the school.
* School staff should ensure the child is safely inside the setting before leaving the car park

**Escorting Children from Elton School to Twilight at South Darley**

* Children are transported by school staff
* Parents must agree this with the school.
* School staff should ensure the child is safely inside the setting before leaving the car park

**After school arrival at Twilight from Wirksworth Junior School**

* Children will make their own way to the Medway building at the end of the day.
* If a child is booked into the Club but does not arrive, Club staff will check with the School Office to see if the child was present at school that day. If the whereabouts of the child is not known, the **Missing Child Procedure** will be activated.
* Children participating in After School activities such as Gardening Club can be brought to Twilight by school staff.
* If Twilight are not meeting in the Medway building, a member of Twilight Staff will wait there to re-direct any children who turn up.

**After school arrival at Twilight from Wirksworth Infant Schools**

* Twilight Staff will collect the children from the 2 schools and walk them to the Junior School setting.
* The Infant admin staff and headteacher will be sent a list of who we are expecting on a Monday morning.
* School staff will report any absences of the children and pass on any essential information such as accident forms.
* The children will be marked as arrived on the Register by Twilight Staff and the time noted once they reach the Juniors site.

**All Arrivals**

Our staff will greet each child warmly on their arrival at the Club and will record the child’s attendance in the daily register straightaway.

**Absences**

* If a child is going to be absent from a session, parents should notify Twilight in advance.
* If a child is absent After School without explanation, staff will contact the parents or carers and the school to check where the child should be. If there is no explanation for the absence Twilight Staff will activate the **Missing Child** procedure.
* Occasional Breakfast club absences will not be chased up unless parents/carers have let us know that their child is making their own way to Twilight. In this case we should be given an approximate arrival time and a time when the alarm should be raised if they do not arrive.
* Twilight staff will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or family is having some difficulties and might need additional support.

**COLLECTING YOUR CHILD(REN) FROM TWILIGHT HOURS**

**All Saints Junior School**

* Please enter the site via the pedestrian gate and come to the Hall doors and ring our doorbell.
* Parents/carers should wait outside we will bring the child(ren) to you.

**All Saints Infant School**

* Entry is via the main Reception, there is a doorbell mounted on our noticeboard.
* Parents/carers should wait in the entrance lobby whilst we get the child(ren) ready.

**Churchtown**

* Please use the left-hand gate to enter the school premises.
* Make your way across the playground to the door and use the doorbell (top right) to get our attention.
* Parents/carers should wait outside whilst we get the child(ren) ready

Wirksworth

* Access is via the gate on the staff car park. The padlock has a combination lock, the number will be shared with parents and changed as required. This is our padlock and only in use whilst we are present in school.
* Please ensure the padlock is replaced after you have come through the gate.
* Parents/carers should then come to the Medway building to collect their child(ren).

South Darley

* Please telephone the setting or knock firmly on the door.
* Parents/carers should wait outside whilst we get the child(ren) ready

**All Departures**

* Staff should sign children out before they leave, including the time of collection and who collected them.
* Children can usually only be collected by an adult who has been authorised to collect them on their **Registration Form**.
* The child’s parents or carers must inform Twilight in advance, if someone who is not listed on the **Registration Form** is to collect the child. We may contact the main parent or carer for confirmation if we have any concerns regarding this.
* The parent or carer must notify Twilight if they will be late collecting their child.
* The **Uncollected Children** policy will be followed.
* Children will not be allowed to leave the Club unaccompanied or with anyone under the age of eighteen.
* If either All Saint’s Junior School, Wirksworth Junior School or Churchtown School are holding a special event such as a Disco, permission can be given for us to escort children to this.