

Twilight Hours After School Club

Arrivals and Departures Policy

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

- One member of Twilight staff will collect from the Reception classes and the other will collect the Year 1 children from the Lower Playground. They will then combine the children under the shelter whilst one member of staff proceeds to the Top Playground to collect the Year 2 children. If there are 3 staff members then 1 will collect the Year 2s.
- 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 at the collection point, staff will check 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.
- The staff and children will then proceed to the Nursery Building.

This policy was adopted by: Twilight Hours ASC	Date: 28/07/2020	Policy No: AD 004
To be reviewed:	Signed:	
Policy Name: Arrivals and Departures	Signed:	

Twilight Hours After School Club

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After School arrival at Twilight from All Saints' Junior School and Churchtown

- Children will make their own way to the School Hall at the end of the day.
- If a child is booked into Twilight but does not arrive, Twilight 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 School Hall, a member of Twilight Staff will wait there to re-direct any children who turn up there.

Escorting Children from South Darley School to Twilight at Churchtown

- Children are transported from South Darley by minibus. This incurs a charge and is subject to its own procedure documentation.

Escorting Children from Elton School to Twilight at Churchtown

- Children are transported by school staff
- Parents must agree this with the school.

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

- School staff will escort the children to Wirksworth Junior School and their care will pass to Twilight staff at that point.
- 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.

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.

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- 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.
- Please do not open the door to let anyone else in unless we specifically ask you to.
- Parents/carers should wait in the entrance lobby and we will bring the child(ren) to you.

All Saints Infant School

- Entry is via the pedestrian gate on All Saints' Road.
- A video entry system is in place, please use this and ensure we can see you in the camera.
- Please do not hold the gate open to allow others in when you arrive or leave.
- Make your way around the Nursery Block to our door which is clearly labelled and wait for a member of Twilight staff to come and open the door.
- 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 in the Library area 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).

All Departures

- Parents or carers must sign children out before they leave, including the time of collection.
- 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.

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- 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.
- Children who attend Rainbows at Churchtown can be escorted there by our staff from Twilight at Churchtown.

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