

# 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 on the register in iPAL. 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.

### AFTER SCHOOL ARRIVALS

#### Escorting children to Twilight from All Saints' Infants School

- Twilight staff will collect children from the following places.
- The Year 2 children will come to the top playground with their Teachers, and we will collect them from their groups.
- The Year 1 children will be collected from the middle playground.
- Foundation stage children will be collected from their classrooms.
- School has access to Twilight's online registers, but parents should make staff at school and Twilight aware if their child is either not attending or attending a school club before Twilight.
- 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.

This policy was adopted by: <a href="#">Twilight Hours ASC</a>	Date: 16 <sup>th</sup> May 2024	Policy No: <a href="#">AD 006</a>
To be reviewed:	Signed:	
Policy Name: <a href="#">Arrivals and Departures</a>	Signed:	

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- Children participating in After School activities such as Homework Club can be brought to Twilight by school staff.

### 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.

### All Departures

- Staff should sign children out on iPAL when the parent arrives.
- Children can usually only be collected by an adult who has been authorised to collect them on their details in iPAL.
- The child's parents or carers must inform Twilight in advance, if someone who is not listed on the 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 or All Saints' Infant School are holding a disco, please ensure you give us permission if you wish us to escort them to and from these

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