

THE IONA SCHOOL

After school policy (staff)

(Revised August 2018)

General Principles

- Children not being collected by their known parent/carer must not be released without express parental consent in writing with the name and address of the person collecting the child and a password they will use. These letters must be saved and given to reception to be filed.
- All children must be taken and signed into the afterschool club by their class teacher if no teacher present then afterschool staff must sign the children in
- If a child is booked in but doesn't turn up then it is vital that you ask the teacher immediately regarding the child's whereabouts. If the whereabouts is unknown you must contact the parents or notify reception/office immediately.
- If a child is not collected from school then they will be put in afterschool club. The parents should be notified as soon the child is in the afterschool. Ensure that they are charged for this.
- No children will be allowed to leave the afterschool) room unless accompanied by a member of staff.
- Children are only to use the kindergarten toilets
- All children must be signed out by the person collecting that child the staff must also sign the child out to show they have seen them leave with the parent/carer.
- If a child is staying in the afterschool before an external event, or for a short while they must still be signed in and out as normal.
- If a parent is late on collection, they must be contacted.
- It is vital that you notify the office in writing if any accidents occur or if a child is collected late.
- It is vital that you fill out a contact sheet if there is an issue that the teachers should be aware of.

Issue date

This policy takes effect from June 2014

Review date

This policy will be reviewed (and if necessary revised with the approval of the School Management Team) on an annual basis.

Review date

This policy will be reviewed and revised by the school manager on an annual basis.

Endorsement

Full endorsement to this policy is given by:

Name: Mr Martin
Taylor

Position: Iona School
Trustee

Signed: 

Date: 08/08/18

Related policies

- Failure to collect child
- Pupil code of conduct
- Food and hygiene