



Hamsey Green
Primary School

Primary School Breakfast and After School Club

Arrival and Departure Policy

BASC is open to all children attending Hamsey Green Primary School. Bookings are made via their Arbor accounts.

This policy outlines our system for registering children, parents, staff and visitor's attendance on a daily basis to record their arrival and departure times.

The Governors of the school recognise that the safe arrival and departure of all children to either provision is paramount.

The Supervisor will ensure that an accurate record is kept at all times of all children attending that club and that all arrivals or departures are recorded in the register. The register is accessible to all members of staff during session times. In addition, we conduct regular head counts at all times when the children go outside to play and when they return back into club.

Primary Pupils attending Breakfast Club at Hamsey Green Primary

- Upon arrival at Breakfast Club, staff will greet each child in a warm and friendly manner.
- Children are signed in at the door by the member of staff. The arrival time recorded against their name on the register.
- Parent communication is very important to us so any information can be passed on at drop off.
- Children place their belongings in the cloakroom and head into the Club.
- Pupils are politely asked for their breakfast choice and are served their food.
- Pupils are supervised in play session.
- At 8.25 pupils are walked through the building and delivered to their class for the start of the day.

Primary Pupils Attending After School Club

- Prior to After School Club starting, a register is printed off by the Club Manager
- If a child is booked into club, but does not arrive, then a member of staff will contact the school office to double check regarding absences, emails, or telephone calls that could have been received late in the day. If no satisfactory explanation is received, then the Manager will attempt to contact the adults authorised on the child's Arbor records. If unable to contact anyone, we would notify a member of the Senior Leadership Team and follow the procedures laid out by the school for a pupil notified as missing.
- If a child arrives at the After School Club but the parent has not booked them in, then a senior member of staff will, in the first instance, contact the school office for any up to date information before contacting the parent/carer for instructions.
- At the end of the school day, children in year R, 1 and 2 are collected by a play worker and escorted to the club.
- Children in Years 3-6 make their own way through the school to the After School Club room. A member of staff is always present to open the door and let them into the club.
- ASC has an up to date list of the teacher led After School clubs and activities offered as well as a list of the children attending them. The Manager will note on the register against the child's name if they are attending a club and the end time of the club.
- All children attending an after school led activity are collected by a member of ASC staff or they are brought down to club by the teacher running the club. This is arranged in advance each half term.

Departures at B/ASC Club

- Parents/carers notify After School Club of their arrival by ringing the doorbell – a member of staff will then answer it.
- Children are only released into the care of an adult authorised to collect through our Arbor records.
- The register must be signed by the member of staff dismissing the child. This member of staff signs the child out noting the time of collection and who has collected them.

Records

- The School Arbor records are used for BASC, and parents/carers are responsible for keeping all information up to date.
- Children are only released from After School Club to an authorised adult named on the child's Arbor records. No child is allowed to leave the club premises unsupervised or with person under the age of 16.
- The club registers are returned the following morning to the school office.
- Attendance information is updated daily by a member of the School Admin/Finance team.
- The register is kept at all times during the session in the designated space and is accessible by all staff to sign the children in or for use in an emergency.

Extraordinary Collection Arrangements

The After-School Club recognises that sometimes parents have to put in place alternative arrangements for emergency situations e.g. train strike, adverse weather etc. In this situation, as a one off, parents/carers may telephone the After School Club and speak to the Manager to put this into place.

- It is the parent's responsibility to provide safe egress for their child from the club.
- It is the DSLO's responsibility to ensure that adequate arrangements have been put in place before releasing a child at the end of the session under these alternative arrangements.

It is school policy that only **those over the age of 16** can collect any child below Year 5.

Late charges are applied for children collected after the end of the club session 6pm.

Reviewed September 2025:

by Natalie Key/Nikki Mace

BASC Club Manager/Head Teacher

Next Review: September 2027