



WHEATFIELDS
Primary School

Policy	KIDS CLUB Arrivals and Departures Policy
Last review date	February 2026
Next review date	February 2027
Approval level	Headteacher

Wheatfields Kids Club

Arrivals

For morning and school holiday sessions, it is expected that all children will be accompanied to the Kids Club building. On arrival, a member of staff will record the child's attendance in the daily register, including the time of arrival.

For after-school sessions, Kids Club staff will collect children from Reception to Year 2 from the KS1 Hall in the school building or an adult will bring the children over to Kids Club from the classroom. Children in Years 3 to 6 make their own way to the Club.

If you are going to be late picking up from school and would like your child to attend the club, it is the parents'/carers' responsibility to call Kids Club to check if there is space in the Club that day. Once your child is booked in, you must contact the school's admin team so that the school knows that your child will be going to the Club. It should not be expected that messages be passed between the Club and the school reception.

If any KS1 children are attending one of the after-school activities, staff from the after-school activity will deliver the child to Kids Club at 4.15pm from the activity venue. KS2 children will make their own way to Kids Club.

Departures

Children from Reception to Year 2 who have attended Kids Club for the morning session will be escorted to their classroom door at 8.40am by Kids Club staff.

Children from Years 3 to 6 who have attended Kids Club for the morning session will leave the Kids Club building at 8.40am and make their own way to class immediately.

At the end of the afternoon session, staff will sign children out, indicating the time of collection.

If the child is to be collected by someone other than those named on the registration form, this must be indicated to a member of staff prior to the start of the session and will be recorded by the Club. Ideally, the adult nominated to collect a child must be one of those named on the registration form. Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children. The club reserves the right to refuse to release a child if they have concerns that the adult collecting them is not suitable to do so.

In the event that someone else arrives to collect a child without prior knowledge being given to the Club, the Club will telephone the parent/carer immediately and not release the child without their consent to do so.

If the parent/carer or designated adult is going to be late in picking up their child, they must call to inform the Club at the earliest opportunity. If the Club is not informed, then the school's Protocol for Uncollected Children will be activated.

There remains a 'handover' policy for all children from Reception to Year 4, which means the member of staff must 'give' the child to an adult at the beginning and end of each session. Children in Years 5 and 6 may go home without an adult. However, the Club will need to have written notification of this (see Appendix 1).

Absences

If your child is ill and will not attend the Kids Club session on that day, it is the responsibility of parents/carers to contact Kids Club directly. Messages cannot be passed on from the school reception. Kids Club can be contacted using the school number and choosing option 3, or phoning 07949 012 463 where a message can be left.

If a child is absent from the Club without prior warning, staff will check to see if they attended school that day – they will not simply accept the word of other children. If the whereabouts of the child is unclear, staff will immediately attempt to contact the parents/carers to try to ascertain the reasons behind this. If this is not possible, the headteacher will follow the Missing Child procedure, which may result in the police being contacted.

See Admissions and Fees Policy regarding charges for missed sessions.

Appendix 1

Permission for pupils to walk to and from Kids Club unaccompanied

Person with parental responsibility to complete and return this reply slip to Kids Club.

Name of child:

Year: **Class:**

I wish to inform you that my child will be walking to/from Kids Club unaccompanied on a regular basis. I will notify you immediately should this arrangement change.

I understand that it is my responsibility and not the school's once my child has left the school premises.

Signed: **Date:** (d/m/y)

(Name print):