Dropping off and Collection Policy

We want you to be safe always. That is why we have a policy on who can collect you and how you travel to us from your school

We have a list of people who are allowed collect you from our service

Who can collect you? What are their names? Who are they?

Angie
Steve
Aline
Lara

- Never leave the service by yourself! An adult must always be with you – this means that they have to be over 16 years of age
- Only people that your parent/ guardian have told us can collect you will be allowed to collect you

If your parent/ guardian allows you to walk home by yourself, they have to fill out a form before we can let you walk home by yourself.

If you are booked into the After-School Service and you do not arrive we will

- Telephone the school to find out if you were at school
- We will telephone your parent or other emergency contact from contacts list.

KNOW THE

- ✔ It is important that an adult is with you at all times, dropping and collecting you to the Afterschool Service
- ✔ You can never be left alone without an adult.
- ✔ Your room staff will make sure that you are signed in/ out on the daily register
- ✔ It is very important that you listen to your room staff and follow their instructions if you are walking to school from the service – to make sure everybody is safe
- ✔ Always hold hands when crossing any roads

Walking from school

- Only staff from your service will collect you
- There will be an agreed meeting place
- You will need to hold hands when crossing roads
- Always listen carefully to the instructions of your room staff

This is how you are collected from school