



For the benefit of this policy Laura Green Trust – which is the governing body of Greenshoots Pre-school and Wraparound care is hereafter referred to as Greenshoots.

## **School Collections Procedure**

### **After school and breakfast club procedures**

#### **After school club**

- Ø Greenshoots Wraparound Care is only accessible to children attending Greenshoots Pre-school or Laura Green Primary School. Therefore we have a good relationship with the school and the class teachers are aware of which children are attending the after school club.
- Ø Parents/Carers who want their child/ren to attend the after school club have to register with Greenshoots Wraparound Care by completing a registration form.
- Ø The registration form will contain information about any food allergies and dietary requirements. These will be discreetly displayed in the kitchen cupboard for all staff to see.
- Ø Children who are not registered cannot attend the club unless there are exceptional circumstances. In which case the school office staff will provide us with the child's essential information.
- Ø At the end of the school day all of the children (except reception class children) attending the after school club meet in the top school hall. They are then collected by two members of the Greenshoots staff team.
- Ø Greenshoots Pre-school children that are attending the after school club stay where they are as it is held in the same building.
- Ø At the end of the school day Reception class children attending the after school club are brought to Greenshoots by a member of the Foundation team. The manager sees the children in and checks that the children who were scheduled to attend are accounted for.
- Ø A daily list of which children are to be collected is provided for the after school club team.
- Ø This list is sent to the school reception office to inform them of who is attending on which days.
- Ø The after school club group will not leave the meeting point until all the children on the list for collection are accounted for.
- Ø If a child is on the collection list but not at the meeting point then a member of the Greenshoots staff will check with the school office staff if that child was off school today. If the child was in school then the staff member will check with the child's class teacher that the child has safely been collected from school.
- Ø If an additional child who is not due to be collected is at the meeting point then a member of the Greenshoots staff would ask the child if they believed they were due to attend the after school club that day. A member of the Greenshoots staff would check with the

school office staff and / or the class teacher to see if they had received any messages about the child attending the after school club that day.

- Ø If a member of the Greenshoots staff cannot establish that the child was due to attend the after school club they would ask the school office staff to contact the child's parents / carers for clarification of their attendance.
- Ø Once all the children on the list for collection are accounted for the after school club will leave the meeting point together and walk the short distance to the Greenshoots building where the after school club is held.
- Ø One member of the Greenshoots staff will lead the group and the other member of the staff will go at the end of the line so that the children are walking between the two adults.
- Ø The group follows the same route from the school to the Greenshoots building every day so that the children attending the after school club become familiar with it. They leave the meeting point, go to the left and down the corridor to the stairs, up the stairs to the door leading to the Key Stage Two playground, past the back of the Greenshoots building to the entrance to the Lower Hall, across the Lower Hall to the door leading into the Greenshoots Reception area,
- Ø The route from the school to the Greenshoots building has been risk assessed.
- Ø Once the group arrives at the Greenshoots building they are counted in and a signing in list is completed by a member of the Greenshoots staff to ensure we have a record of all children in attendance each day.
- Ø The manager supports the daily after school club session along with two members of the Greenshoots staff team. A variety of activities take place during each session which runs from 3.00 p.m. to 6.00 p.m.
- Ø A ratio of 1:8 is always maintained at the after school club.
- Ø Greenshoots employs 2 members of staff to work at our after school club with a manager being on site.
- Ø Parents/carers are required to book their children into After School Club and cancellations must be made with at least 24 hours' notice otherwise they will still be charged for the session.
- Ø The emergency contact numbers for the after school club children are located in the office in a Green wrap around care file.
- Ø Refer to food and drink policy about our procedures for health and safety of food preparation and food hygiene.

### **Breakfast club procedures**

- Ø Children who attend Laira Green School and Greenshoots can attend our breakfast club session.
- Ø Breakfast club runs from 8am-8.45am. There are always 2 members of staff to run the breakfast club with another member of staff in the setting.
- Ø A 1:8 ratio will be maintained at all times.
- Ø Children will be signed in by a member of staff and parents will walk their child/ren up to the door to ensure a secure handover.
- Ø The children are provided with a breakfast which will consist of cereal, toast, crumpets or pancakes. The children will also be given a drink of fresh juice or milk.

- Ø There will be activities set up for the children to participate in whilst at the breakfast club.
- Ø At 8.40am key stage 2 children are let out of Greenshoots to go into the playground. Parents are informed of this before children are allowed to do this.
- Ø Children who are in reception and key stage 1 will be taken to school by 2 members of staff and a secure hand over will be made.
- Ø Parents/carers are required to book their children into Breakfast club and cancellations must be made at least 24 hours' notice otherwise they will still be charged for the session.
- Ø Parents/carers who want their child/ren to attend the breakfast club have to register with Greenshoots Wraparound Care by completing a registration form.
- Ø The registration form will contain information about any food allergies and dietary requirements. These will be discreetly displayed in the kitchen cupboard for all staff to see.
- Ø Children who are not registered cannot attend the club unless there are exceptional circumstances. In which case the school office staff will provide us with the child's essential information.
- Ø All routes from Greenshoots to school drop off points have been risk assessed.
- Ø Refer to food and drink policy about our procedures for health and safety of food preparation and food hygiene.

This procedure was adopted on:

Signed on behalf of Laira Green Trust - Greenshoots Pre-school and Wraparound Care

Chairperson, Laira Green Trust:

Greenshoots Manager (Strategy and Support)

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