



Please be reminded of our school procedures and note the change of pick-up point for children who attend an extra-curricular club...

Parents/carers collecting children at the end of the school day- from classroom doors

15.15 School staff will only handover children, to a known adult, from the classroom door.

[Collection Contact Details Form] *completed when children start in Reception.

If the known adult is not collecting, it is the child's parent's/carer's responsibility to call the school office or inform the class teacher (in advance, via Dojo) that someone else is collecting. The person's full name and relationship to the child needs to be shared. School staff (who are dismissing the children) will check the identity of the new adult, when they come to the classroom door, before the child is handed over.

*Children will only be dismissed to walk home unaccompanied (Year 5 & Year 6) when the class teacher receives a written, signed note from the child's parent/carer. Older siblings can only collect younger siblings with written consent. One parent's/carer's consent is sufficient.

[VPS Permission to Walk Home Unaccompanied Letter] [Collection of Younger Sibling Letter]

15.25 If a child has not been collected by 15.25, the class teacher will take the child to After School Club (ASC) where ASC staff will add the child's name to the ASC register and note the time and the initials of the teacher who escorted them there. The child's parent/carer will be called by a member of the office staff to inform them that their child has been signed into ASC and the parent/carer will be advised to collect their child by buzzing into ASC and signing the child out, noting the time of collection. (This may incur a charge.) [ASC Register]

ASC staff collect children from class when attending After School Club (ASC)

15.00 ASC staff collect the daily ASC register from the school office.

[ASC Register]

15.15 ASC staff collect the children who are on the ASC register from each class and sign them in.

Teacher to inform ASC staff who is attending an ECC and ASC staff to note this on their register.

ASC staff escort ASC children to the ASC room.

17.45 Parents/carers to buzz in to collect their child via the school entrance and sign their child out, detailing the time of collection. (If a child is collected after 17.45 a late fee will be incurred.)

School staff to escort children to their extra-curricular club (ECC)

15.15 Children who are going to an ECC are escorted by the teacher and handed over to the ECC leader.

If any of these ECC children are attending ASC, after the ECC, the teacher will inform the ECC leader.

ECC leader to note this down on their register.

[VPS ECC Register]

The new collection point for children is the upper junior playground, for larger extra-curricular clubs.

15.55 Mr Brown (caretaker) will unlock the Y6 garden gate to allow families onto the upper junior playground for collection of children.

16.00/ When the ECC ends, children will be taken to the school hall (if the club takes place elsewhere).

16.15 Children who are attending ASC, after an ECC, will be collected by ASC staff from the school hall and will be escorted to the ASC room where they will be registered onto the ASC register.
ECC leaders will dismiss the remaining ECC children from the double doors in the school hall, onto the upper junior playground.

If the known adult is not collecting the child from an ECC, it is the child's parent's/carer's responsibility to call the school office or inform the ECC leader, in advance, if someone else is collecting. The person's full name and relationship to the child needs to be shared. ECC leaders will check the identity of the new adult, when they come to the upper junior playground, before the child is handed over.

Collection from outside providers' extra curricular clubs- upper junior playground

ECC leaders who are outside providers e.g. Marine Football Coaching; Judo; Chesterfield Sports Club etc will all use the Valewood system when receiving the children (from school staff) and will register the children, noting those who are attending ASC (after their ECC club) on their register.

[VPS ECC Register]

ASC staff will also collect the children at the end of these ECC clubs (from the school hall) and sign the children in on their ASC register. [ASC Register]

Outside providers' ECC leaders will also follow the same system of dismissal (via the double doors in the school hall) and handover children to adults on the upper junior playground.

The new collection point for children is the upper junior playground, for larger extra-curricular clubs.

A member of the Valewood team will also be present to help dismiss the children from an outside provider's ECC.

*If the known adult is not collecting the child from an outside provider's ECC, it is the child's parent's/carer's responsibility to call the school office, in advance, to inform the outside provider's ECC leader that someone else is collecting. The person's full name and relationship to the child needs to be shared. ***A password will need to be shared with the school office staff and this will be passed to the outside provider's ECC leader. The ECC leader will check the identity of the new adult and ask for the password, before the child is handed over.***

If a child is not collected on time from an ECC at 16.00/16.15, the ECC leader will escort the child to ASC where ASC staff will add the child's name to the ASC register with the time and initials of the ECC leader who escorted them there. The child's parent/carer will be called by the ECC leader to inform them that their child has been signed into ASC and the parent/carer will be advised to collect the child by buzzing into ASC and signing the child out, noting the time of collection. (This may incur a charge.) [ASC Register]

16.10/ Mr Brown (caretaker) will check that all families are off site, on the upper junior playground and **16.25** will lock the Y6 garden gate.

Dismissal of less than 6 children attending an intervention group/homework group

Where groups of less than 6 children are staying behind for extra tuition, they will be dismissed from the front entrance. Teachers will inform you of this, in advance.

Cancellation of an ASC place

If a parent/carer no longer requires their child to attend ASC e.g. because the child is now attending a new ECC, they need to inform the school office staff, in advance, so registers can be updated.

If a parent/carer collects their child (either at 15.15 or after an ECC at 16.00/16.15) and they have not cancelled their child's place in ASC, in advance, a charge will still be incurred for the child's booked place.