



friends on the hill

collections + departures policy

1 introduction

- 1.1 the aim of this policy is to set out the procedures for the collection of children from school and the safe departure of children at the end of the day. it also covers the procedure for uncollected children.

2 collection

- 2.1 at the start of each half term (or day for adhoc attendance), parents will need to inform the office and the class teacher that their child will be collected by the activity club staff on the allocated days
- 2.2 parents will need to inform the club manager prior to 2pm on the day if a child is unwell and does not need collection for club. all planned absences should be identified to the email address at least 24 hours prior to the absence.
- 2.3 children will be collected from their classrooms by friends on the hill staff.
- 2.4 the club staff will take a register of all contracted children.

3 departures

- 3.1 children must be collected at the end of or during a session by a parent/carer or named collector
- 3.2 the parent/carer or named collector must inform a member of staff that they are collecting the child.
- 3.3 parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.

4 uncollected children

- 4.1 if a child has not been collected by 6.00pm parents will be contacted in the first instance by telephone.
- 4.2 the additional contacts parents have provided will be telephoned in the second instance. if these contacts are unavailable after approximately one hour, the police and Social Services will be informed.
- 4.3 a charge will be levied for late collection. a fee will be applied for late collection from 6.05pm onwards at £1 per minute per child. this charge must be paid immediately.

last updated: 7 may 2025