

Late Collection

Mr H Out of School Club

Late Collection Policy

When you drop your children off or collect them, please don't forget to sign the attendance sheet. If someone other than the authorised person is going to collect them, **please let us know**.

It is also **very important** to let us know if your child is not going to be attending after school. Please do not send a message through the class teacher or via the child. You can leave us a note or ring and leave a message on any of the contact numbers. If we do not receive a message, we must ring you or your emergency contacts, this is time consuming for staff at the busiest time of day when their focus is on getting the children settled. If we can get no reply we then have to ring the police to report the child missing. Please do not use email to inform us of a child not attending if it is within 24 hours as we can not guarantee to see it in time.

All children Gosforth Middle School children are asked to meet us as follows:

In the dining hall

A list of children attending the Club will be given to the school office daily. As the children are over 8 and on school site they can come to the dining hall unaccompanied after school.

We recognise that there are occasions when breakdowns and emergencies will cause children to be collected late and staff will do all in their power to allow for this and minimise the children's distress. However, on some occasions it may not be possible to stay on the school premises with the child. If the child is uncollected 15 minutes after the official closing time and we have not heard from you, the emergency contact will be notified and asked to collect the child.

If you collect your child after 5:50pm a penalty fee of £10 per family will be charged per 10 minutes. A charge for the late closure of the school will be for the site manager's time and will be agreed with the facilities management team.