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AFTER SCHOOL CLUB PROVISION – FINAL WHISTLE

LATE COLLECTION POLICY - September 2026

Parents and Carers must read, agree and sign to the After School Club Terms and Conditions. The After School Club collection policy is part of these terms and conditions. Your child's club placement is not confirmed until the school receives acknowledgement and signed agreement of the terms and conditions requested at the bottom of the club registration form.

After School Club – Late Collection Policy

It is extremely important that children are collected on time from our After School Club as late collections can cause major issues for the school.

- **Final Whistle finishes promptly at 5.15p.m.**

Parents/Carers agree to make appropriate arrangements for their child to be collected at the stated finish time. Please be aware that late collection after this time will be charged at £3.00 for every 5 minutes beyond 5.15 p.m.

Parents/Carers must appoint a responsible person to collect their child and those responsible persons must be named on the registration form. It is parents/carers responsibility to ensure those authorised to collect children understand the importance of collecting the child on time.
Please Note: Children will only be dismissed to the responsible adult named on the registration form. Any confusion which leads to the child remaining in schools supervision will result in the late fee being charged.

On the first instance that a child is collected later; parents/carers will be reminded of the late collection policy and asked to sign a late collection agreement. The school office will automatically contact parents/carers regarding late fee payment.

On the second occasion that a child is collected late parents/carers will be reminded of the late collection policy and asked to sign a late collection agreement. The school office will automatically contact parents/carers regarding late fee payment and the extended services manager will contact parents/carers to discuss the exclusion procedure.

If a child is collected late on three occasions, the child will no longer be able to attend the After School Club.