

Dear Parents/Carers,

**Collection arrangements for children attending after school club activities**

We would like to improve our arrangements for children being collected from after school club activities. Please read the following and return the slip below.

**Parents**

When signing children up for an activity after school, parents must provide the office with a **password** for safe collection of their child after each after school club activity. Parents must collect their children promptly after each session directly from the club leader. The school and club leader will keep a register of children's names and passwords. Parents/carers must alert the school office if a new/unfamiliar person will be collecting their child on the day. They will be asked for the password and must also pass this on to the person collecting their child. Parents/carers/person collecting will be asked to sign their child out, with their full name, relationship to the child and time of collection. No children under the age of 14 may collect a child. Any unfamiliar adults will be asked for the password. See register.

**Club leaders**

Club leaders must ensure that they know the parent/carer collecting each child. If an unfamiliar adult collects a child, the child's password (previously chosen by the parent) must be given to the club leader for the collection to be authorised. Club leaders must ensure that parents/cares sign the register when they collect their child. If any adult arrives without the child's collection password, the club leader must bring the child back to the school office for the child's parent to be contacted. The child must never be allowed to leave with an unfamiliar adult without a password, even if the child appears to know the adult. No children under the age of 14 may collect a child.

**School**

The school office will keep a register of children who have signed up for each activity. The register will include a password for safe collection of every child prior to starting the after school club activities. The office will provide each club leader with the register of children for each club. The office will contact parents of any child if there is any uncertainty with adults collecting children after club sessions. No children under the age of 14 may collect a child.

Please complete and return the slip below to the school office as soon as possible.

Yours sincerely,

Mrs A Hankin

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Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

After school club activity: \_\_\_\_\_

Password for collection: \_\_\_\_\_