

Fun 4U Club

39 School Collection Procedures

This procedure should run in line with our policy on school collection

Saints & Scholars IPS (Host School).

Before commencing collections staff will refer to daily attendance book and note who is attending and from which class.

Children in Primary 1&2 are collected at their classroom doors at the end of school by a member of Fun 4U Club staff and brought straight to our facility onsite.

Primary 3-7; with written permission from their parents walk across to the facility from the school building on the school footpaths. Any child not granted written permission will be escorted from the school building to Fun 4U Club by a member of our staff.

Armstrong Primary School, College Hill Armagh.

We are permitted to park in the car park when collecting children.

Children will wait at the main school entrance with their teacher, on the Staff member's arrival in the car park they will go to the main entrance and wait to collect the children, and walk the children out to car/bus and ensure seat belt is properly fitted.

Drenlincourt Primary School, Ballynahone Avenue Armagh.

We are permitted to park in the car park when collecting children.

Staff do not need to go into Drenlincourt PS. as children will be brought to the main entrance door or out to the playground weather permitting, by teacher or classroom assistant. On the Staff members arrival in the car park they will go to the main entrance or playground and wait to collect the children. Walk the children out to car/bus and ensure seat belt is properly fitted.

St. Patrick's Primary School, Loughgall Road, Armagh.

We are not permitted to park in the car park when collecting children.

On arrival staff will park outside the school as close to the pedestrian gate as possible. Park the car/bus facing down the hill on the school side of the road. Staff member will go to the playground and wait to collect the children. Walk the children out to car/bus loading the children through the doors facing onto the pavement and ensure seat belt is properly fitted.

Lisnadill Primary School, Newtownhamilton Road Armagh

We are permitted to park in the car park when collecting children.

On the Staff member's arrival in the car park they will proceed to the collection door and wait to collect the children, then walk the children to car/bus and ensure seat belt is properly fitted.

Hamiltonbawn Primary School, 113 Anareagh Road Hamiltonsbawn bt60 9SA

We are not permitted to park in the car park when collecting children.

Staff should park in front of the school where car parking is provided and proceed to the collection gate leading unto the public footpath, where they will collect the children and walk the children to car/bus and ensure seat belt is properly fitted.

Royal School Prep.

We are permitted to park in the royal school grounds within the designated car park area. When parked staff are to walk up the hill towards the Preparatory and wait outside the front door for the children to be released by the class teacher. If children are not out by 1.55pm we have permission from the school principal to ring the front door buzzer and request the children. Staff then must walk children to the bus/car and seat properly.

Always ensure that you complete our drop off and collection sheets.

Where possible collect all children together before returning to the car/bus. Never leave a child / children unattended in the car/bus - waiting in or adjacent to the car/bus is acceptable whilst waiting for other children.

If anyone is missing, check with school office before returning to the car/bus, who will check with teachers if the child has gone home with a parent or another person. Telephone Fun 4U Club who will make contact with child's parent or guardian to confirm. Never leave school until clarification has been received.

All staff members, whether drivers or assistants, who are involved in school collections, should sign the collection sheet on the appropriate day and specific child collection. If any changes are made to collections by parents/guardians this must be recorded on the said collection sheet and initialed by the staff who is authorized to do