



AFTER SCHOOL CARE POLICY v 1.4

GENERAL PRINCIPALS AND PRACTICES FOR ALL CHILDREN IN AFTER SCHOOL CARE

1. Health

- The children are provided with a healthy and nutritious snack tea. Individual dietary needs are met.
- The children are cared for if they have an accident or become ill.
- The children are encouraged to take part in regular physical play outdoors as appropriate.

2. Safety

- All children on the After School Care lists are accounted for throughout the session
- The children are protected by adults who are suitably qualified and vigilant.
- The children are supervised in a clean and well-maintained environment.
- The children use safe and suitable age-appropriate toys and resources.

3. Positive Experiences

- The children are involved in activities suitable for their ages and energy levels.
- The children interact with children from a selection of age-groups and a variety of Town Close staff.

4. Behaviour and Management

- The behavioural expectations of the children are the same as throughout the school day.
- Any incident where behavioural expectations are not met, or when a child is struggling with this, staff will liaise with staff and parents as appropriate.
- The children are all valued and included.
- Individual needs are met, as appropriate, and diversity is valued.

5. Organisation

- Staff are appropriately qualified, experienced and familiar to the children.
- Staff make the best use of their time to support the children.
- Staff make good use of the space and resources for the children.

GENERAL

After School Care (ASC) begins at 4.00pm in Prep and 3:45pm in Pre Prep, finishing at 6.00pm in both the Prep and Pre Prep departments. The exception to this is on the last day of each term when ASC does not take place.

In the Pre Prep Department, Care in the classrooms is provided by the teaching staff from the end of lessons until 3:45pm, and 3.55 for pupils with a sibling in Prep.

At ASC, tea is provided for all children and a suitable range of activities provided. There is always at least one member of the Senior Leadership Team (SLT) on site to assist with ASC, should help be needed.

PRE PREP DEPARTMENT

1. General Principles and Management

Parents have to book their children into After School Care via the online booking system via the School Portal. Further information about this can be found in the Parents' Handbook.

A list of those attending ASC is provided by the office staff. This list is collected by a member of the ASC staff and used for registration and signing out purposes. A teacher or TA will accompany the children to the ASC room where they are cared for by the ASC staff until they are collected by their parents or carers. Children not on the ASC booking list who have not been collected by 3.50pm (for whatever reason) will be cared for at ASC. Charges will apply. Please see fee sheet for current rates.

2. Children who are not collected by a parent or carer at the end of the day.

These children will be cared for in their classrooms until 3:45pm, or 3.55pm for pupils with siblings in Prep. They will then be taken to our ASC facilities and cared for until collected and will be given tea if they are not collected before it is served. In event of additional help and advice being needed, there is always a member of the School's SLT available nearby.

3. Routines from 3.45pm

- Children arrive at the Pre Prep Hall and the register is taken. Any children who had not been booked in, and remain in school, are added to the ASC list.
- Once all children are registered, and children have been to the toilet, weather permitting they go to play outside in the Pre Prep barked area.
- When coming in for tea, all children are sent in small groups to go to the toilet and wash their hands. A member of staff supervises the toilet area, helping to make sure the children are safe and have washed their hands before eating tea.

- Tea is served. It may be a picnic style tea or be a hot meal e.g. beans on toast, jacket potato or pizza. Salad fruit and vegetables are available at every meal. Adults supervise the children while they are eating.
- Once tea is finished and cleared away, the children may play outside again or enjoy activities indoors.
- Children are gradually collected by parents or carers and taken home. Parents must sign out their child and the time should always be recorded.
- Parents are obliged to notify the secretaries or ASC staff if anyone else other than themselves will be collecting the child.
- If a child hadn't been booked in ASC and they are not picked up by 5.30pm we contact the parents.
- Any children left at 6.00pm are looked after by the duty teacher and a member of the SLT, this normally happens in the library. The child's parents should be contacted, details can be found on iSAMS.

In the unlikely scenario where neither the child's parents nor any other of the contacts on the School's information management system can be raised then the member of SLT will take the decision about what is best for the child. This will likely involve contact one of the DSLs and following the safeguarding policy.

- When all the children have been collected by their parents or carers the staff on duty should contact the duty member of the SLT (*560) to inform them that all the children have left the premises.

The staff should:

- stay with the children at all times and engage with children in a positive way;
- meet and greet parents ensuring they sign out their child;
- check the number of children present regularly;
- fill in accident forms when there is an injury;
- inform a colleague if they need to leave the space, e.g. to administer first aid to a child
- help to set up and tidy up the resources and leave the Pre Prep hall tidy.

PREP DEPARTMENT

1. General Principles and Management

Staffing

Teachers choose to do an After School Care duty as part of the duty arrangements for each term. These teachers might change at the beginning of some terms. Please see termly duty list for further details.

Parents book their children into After School Care via the online booking system on the Parent Portal.

In the Autumn term, Year 3 children will be escorted to the dining room by their class teacher.

All other children (Years 4-8, and Year 3 in Spring and Summer terms) go directly to the dining room and register with the member of staff on duty.

A list of those attending After School Care is provided by the Prep Office staff.

If the numbers of children go above thirty-five on any one day then the Senior Deputy Head is informed so that additional staffing can be provided.

This list and the SLT mobile needs to be collected from the Prep Office and taken to the dining room.

The teacher on duty should take a device with them to check the activities registers should a child not arrive. If a child doesn't arrive and isn't scheduled to be at an activity but is listed on the register the Prep Secretary should be contacted who will do their best to locate the child and then inform the SLT member of staff on duty if no conclusion can be made. Please do not take another child's word for where a missing child may be, whilst it might provide a helpful lead, it must be proven as fact by an adult. Whilst the gaps are very efficient at supporting the duty teacher complete this duty, it is the duty teacher who is responsible for the safety of the children and establishing where all the children are.

Children who are not booked into After School Care and who are left at school will be 'swept up' by the duty teacher at 4.30pm. They will then be taken to join the other children in After School Care and signed in on the 'late' sheet. Once it is established that the child should not be at a club then the families of these children should then be contacted to find out why they haven't been collected.

Food is not provided to these children and charges will apply. Please see fee sheet for current rates.

2. Routines

- Prep children are registered in the Dining Room by the member of staff on duty and receive their food.
- Two gap students are on duty between 4.00 and 5.00pm to help the duty member of staff.
- Once food is cleared away, all the children are taken by the member of staff to their activity. This usually takes place in one of the following areas:
 - Front lawn or Dearnaley playground (dependent on weather)
 - Computer Room
 - Library
 - The duty teacher's classroom

A notice is put up inside the Dearnaley Building informing the parents where After School Care is taking place.

- At 5.00pm, the children are taken to the Library (if not already there) by the duty teacher, where they should start their prep/homework. It is essential that a handover occurs and the teacher on duty from 5.00pm checks that all the children are present.
- Any child without homework should read or participate in an activity chosen by the teacher. The use of iPads should be minimised, especially for the younger children.
- Some children will join ASC at this point, when their club (or match) has finished. The duty teacher must ensure that all children are accounted for and signed in on the register.
- Late teas are distributed and eaten by the children who have been in clubs or matches.
- At 6.00pm, any children left after this time are to be looked after by the duty teacher and a member of the SLT. (Member of staff taking prep to stay until all children have departed).

3. Collection and leaving procedures

- Collection times must always be recorded. When a parent/carer comes to collect their child, they must sign the register. Collection times are used to assist with billing parents.
- When the last child has gone, the teacher on duty must phone through on the SLT phone (07789 474553 or *560) to inform the member of SLT on duty that all the Prep children are off the premises.
- Any children left at 6.00pm are looked after by the duty teacher and a member of the SLT. The child's parents should be contacted, details can be found on iSAMS.
- In the unlikely scenario where neither the child's parents nor any other of the contacts on the School's information management system can be raised then the member of SLT will take the decision about what is best for the child. This will likely involve contacting one of the DSLs and following the School's safeguarding policy.

Parents who fail to collect their children will be charged for the additional time their child is left on the premises after 6.00pm.

*Last review January 2025
Next review January 2026*