



TOWN CLOSE SCHOOL

NORWICH'S FINEST PREP SCHOOL • FOR GIRLS & BOYS • 3-13 YEARS

AFTER SCHOOL CARE POLICY v.1.1

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

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 a broad range of activities suitable for their ages and energy levels.

The children are encouraged to relate to a number of staff and to relate to other children.

4. Behaviour and Management

The children are well disciplined.

The children are all valued and included.

Individual needs are met and diversity is valued.
Staff work in close partnership with parents.

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 and finishes at 6.00pm in both the Prep and Pre Prep departments except 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 4.00pm. 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 Management Team (SMT) 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, 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 who are not booked into ASC and who are left at school will be cared for in the classrooms until 4.00pm. They will then be cared for at ASC. This includes children of parents who are late for one reason or another and those who fail to collect their children from school as expected. Charges will apply. Please see fee sheet for current rates.

2. Parent and Carers who fail to collect their children from school at the end of the day

These children will be cared for in their classrooms until 4.00pm. They will then be taken to our ASC facilities and cared for until collected. They will be given tea. In event of additional help and advice being needed there is always a member of the School's SMT available nearby.

3. Routines (with approximate timings)

- **4.00pm** – Children arrive at the Pre Prep Hall and the register is taken. Any children who had not been booked in have to be added to the ASC list.
- **4.05 - 4.10pm** All children are sent in small groups to the toilet. A member of staff supervises the toilet helping to make sure the children are safe and have washed their hands before eating tea.
- **4.10pm** –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.
- **4.35 - 4.40pm** The children are asked to clear their plates and cups away when they have finished eating and they go to activities.
- **4.40 – 6.00pm** Children are engaged in activities both inside and outside, depending on the time of year and the weather conditions. We can use the bikes and trikes, or spend time in the fenced off area of the Pre Prep garden. 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 SMT, 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 SMT will take the decision about what is best for the child. It might be that the child is lodged for the night with another Town Close family if they are good friends of the child's family or a member of staff who has a child of a similar age might be asked to help.
- When all the children have been collected by their parents or carers the staff on duty should contact the duty member of the SMT (*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 in the Hall regularly;
- fill in accident forms when there is an injury;
- inform a colleague if they need to leave the Hall for some reason; and
- help to set up and tidy up the resources and leave the Hall clean.

PREP DEPARTMENT

1. General Principles and Management

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

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

A list of those attending After School Care is provided by the front office staff. If the numbers of children go above thirty five on any one day then one of the Deputy Heads is informed so that additional staffing can be provided. This list and the SMT mobile needs to be collected from the front office and taken to the dining room. If a child doesn't arrive but is listed on the register the School Secretary should be contacted who will do their best to locate the child and then inform the SMT member of staff on duty if no conclusion can be made. 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. Food is not provided to these children and charges will apply. Please see fee sheet for current rates.

2. Routines

4.00pm Prep children are registered in the Dining Room by the member of staff on duty and receive their food. A gap student is on duty between 4.00 and 5.00pm to help the duty member of staff. The gap student should never be left along with the children.

4.20pm The food is cleared away, and the children are taken by the member of staff to their activity. This takes place in one of the following areas:

- Front lawn
- Music Room
- Computer Room
- The duty teacher's classroom

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

4.45pm The children are taken to Library by the duty teacher where they should start their homework. Any child without homework should read.

- 5.00pm Change of duty teacher. Some children will join ASC at this point when their club has finished. The duty teacher must ensure that all children are accounted for. Late teas are distributed and eaten by the children.
- 5.45pm Children can use the computers to play games on, draw, chat and relax or finish off their homework
- 6.00pm Completion of prep. Any children left after this time are to be looked after by the duty teacher and a member of the SMT. (Member of staff taking prep to stay until all children have departed).

3. Collection and leaving procedures

Collection times should always be recorded. These may vary and parents are billed accordingly. Once a child is collected, the registers are marked accordingly so that an accurate register is kept.

When the last child has gone the teacher on duty must phone through on the SMT phone (07789 474553 or *560) to inform the member of SMT 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 SMT. 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 SMT will take the decision about what is best for the child. It might be that the child is lodged for the night with another Town Close family if they are good friends of the child's family or a member of staff who has a child of a similar age might be asked to help.

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

4. Staffing

Teachers volunteer 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.

*Last review November 2017
Next review November 2019*