



*This policy applies to all pupils at Town Close House including those in EYFS.*

## AFTER SCHOOL CARE POLICY

### 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 protected from infection and 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 suitable and vigilant.
- The children are supervised in a clean and well-maintained environment.
- The children use safe and suitable toys for the childrens' interest and leisure.

#### 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 16.00 and finishes at 18.00. The children are cared for by members of staff on duty rotas.

Members of staff care for children from the Prep and Pre-Prep departments. 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 the site to assist with After School Care should help be needed.

## PRE-PREP DEPARTMENT:

### 1. General Principles/Management

The ASC Co-ordinator, in consultation with the Head of the Pre-prep arranges the rota for ASC and is responsible for the maintenance of resources and the daily management of the provision. Should a member of staff be unavailable to fulfil their ASC duty, it is their responsibility to arrange suitable cover and to keep the ASC Co-ordinator informed.

We can provide for a maximum of 30 children and we maintain a ratio of 1 adult to a maximum of 8 children. Children under the age of 5 are supervised by suitably qualified teaching assistants.

There is always a paediatric first aider available on duty. A member of the SMT is also available nearby.

A list of those attending After School Care is provided by the secretary and collected from the board outside the Pre-Prep hall. (This may include attachments with messages for or from parents or class teachers). Bookings must only be taken by the secretaries so that they can keep an overall check on numbers being booked in for care. This list is taken to the ASC room for registration purposes.

Two or three members of staff accompany the children to the ASC room and then care for them.

The children who are **not** booked into ASC and who are left at school will be cared for in the Pre-Prep hall until 16.10 and then at ASC. A note will, however

be sent home (by the staff on duty) asking for the child concerned to be booked in to ASC properly in future. Records will be kept so that parents of such children can be contacted should this problem reoccur. **Parents of these children will be reminded that they need to book their children into ASC before midday and that the necessary arrangements for their care can be made.**

## **2. Parent/Carers who fail to collect their 3-5 year old children from school at the end of the day**

These children will be cared for in the Pre-Prep Hall until 4.10pm, in case their parents have been held up in traffic. They will then be taken to our After School Care facilities and cared for until collected. They will be given tea while their parents/carers are contacted and the necessary arrangements for their collection and care are made. In event of additional help and advice being needed there is always a member of the School's SMT available nearby.

## **3. Routines**

- 15.30 Duty commences in the Pre-Prep Hall with two staff on duty caring for all those you are finishing classes for the day.
- 15.50 The third member of staff on duty collects the Year 2 children left at school. They are taken to ASC and this duty person should stay at ASC if the numbers have reached more than 20 or if there should be more than eight children under the age of 5. This means they should WAIT and insure that the last children left late in the Pre-Prep Hall have been walked over and have arrived at ASC.
- 16.00 Children are collected from the hall and taken to the 'After School Care' room by two members of staff.

On arrival the children hang blazers on hooks and store bags etc in a safe place. They engage in quiet activities, in or outside.

- 16.10/16.15 The duty assistant brings any 'late' children from the Pre-Prep Hall to the ASC room. The names of these children are added to the register. All children are sent in small groups to the toilet and to wash their hands. One member of staff supervises the EYFS children, helping to make sure that they are safe on the stairs and have washed their hands before eating tea.

**ALL STAFF** staying with children after 16.15 must sign the Register List so that a clear record of who was on duty with the children is kept. Their time of leaving should also be recorded.

- 16.40 Tea is served.
- 17.00-18.00 approximately, children are engaged in activities both inside and outside, depending on the time of year and the weather conditions. They are gradually collected by parents/carers and taken home.

The time at which parents collect their children should always be recorded. These may vary and parents will be billed accordingly. Parents should sign the register and check that the time of their leaving is correctly recorded.

Ever half hour attended is recorded so that parents can be charged appropriately. Once a child is collected, the registers are marked accordingly so that an accurate register is kept.

When all the children have been collected by their parents/carers the staff on duty should **contact the duty member of the SMT** to inform them that all the children have left the premises.

If any children are left after 18.00 then they should remain in the Pre-Prep After School Care room with one member of staff from the Pre-Prep After School Care rota and the duty person on the S.M.T, along with contact details. (Contact details of all children are kept in a file in the ASC room.)

A record is kept of any children who are left late. If the same children are left repeatedly then the Head of the Pre-Prep Department will speak or write to the parent/carers concerned. **Parents who fail to collect their children by 6.00pm will be charged at double the normal rate.**

Staff duties at the end of the session include:

- Tidying toys.
- Checking and flushing toilets.
- Securing windows and doors.
- Stacking chairs on tables (to facilitate cleaning).
- Leaving register in the pigeon hole in the office for collection the next day.
- Reporting to the duty member of the SMT that they have finished their duties and are about to leave the school premises. (Tel. **07789 474553**).

## **PREP DEPARTMENT:**

### **1. Routines**

- 1600 Prep children are registered in the annex to the Dining Room by the member of staff on duty and receive their food.
- 16.20 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:
  - Music Room 4
  - Front lawn
  - Computer Room

A notice is put up beside the old Prep Department Staff Common Room door, informing the parents where After School Care is taking place.

- 17.00 Children taken to Library by the member of staff and passed on to the member of staff taking prep.
- 1800 Completion of prep. Any children left to be looked after by a member of the SMT. (Member of staff taking prep to stay until all children have departed).

## **2. Collection and Leaving Procedure**

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.

Any children left at 18.00 are handed over to a member of the SMT. Contact details can be found in the Prep Staff Room.

*Last Reviewed December 2011  
Next Review September 2012*