



The Blue Coat School

# **POLICY FOR BEFORE AND AFTER SCHOOL CARE**

This Policy for Before and After School Care was devised by the Head of Pre-Prep and Deputy Head Pastoral and Co-Curricular in consultation with colleagues in the school.

Date of Next Review: Michaelmas 2022

## **POLICY FOR BEFORE AND AFTER SCHOOL CARE**

### **1. INTRODUCTION**

#### **1.1**

This Policy for After School Care is available for parents on the school website and in Main Reception and the Pre-Prep Office.

#### **1.2**

This Policy applies to all children in the School including those in the Early years Foundation Stage (Nursery and Reception).

### **2. BREAKFAST CLUB**

#### **2.1**

Breakfast Club is available for children in Years 2 – 6 in the Dining Hall. Parents/carers are responsible for ensuring that their child is signed into the Breakfast Club. They are supervised by a senior member of staff and the catering staff. They are taken to their year group drop off point at 8 am where the procedures as set out in the Policy for Lost or Uncollected Children are followed.

### **3. BEFORE SCHOOL CARE**

#### **3.1**

Children should arrive between 8 am and 8.30 am at the allocated drop off locations. Pre-Prep children are supervised by their Class Teachers in their classrooms and Prep children are supervised in year group venues by Year Group staff. The school day starts at 8.30 am. Registration is from 8.30 – 8.40 am in Pre-Prep in the classrooms. Prep children are taken to their form rooms at 8.30 am for form time between 8.30 and 8.50 am. Registers are taken during this period.

### **4. AFTER SCHOOL CARE**

#### **4.1 Pre-Prep**

##### **4.1.1**

Pre-Prep parents discuss their provisional Aftercare requirements with the Head of Pre-Prep when they attend for their pre-admission visit. However, all Pre-Prep parents requiring Aftercare places must complete a form electronically each year requesting Pre-Prep Aftercare sessions (together with requests for after school activities, if appropriate). This is usually done in May or June for the following September. Once a place in Aftercare has been allocated the child's name is entered on the Aftercare register and parents are issued with confirmation details.

##### **4.1.2**

Parents may request changes to their Aftercare requirements by completing an Aftercare Booking Amendment Form. Forms for amending bookings are available from the Aftercare staff or the Pre-Prep Secretary. A term's notice must be given for any required changes. No booking changes will be accepted unless an Aftercare Booking Amendment Form has been completed. Any changes will be subject to the availability of places.

##### **4.1.3**

Parents are invoiced for their Aftercare sessions. Any Aftercare sessions not required should be cancelled before midday on that day to enable the session to be allocated to an occasional user if required. Cancellations should be made via the Pre-Prep Office. Refunds cannot be given for sessions not used.

#### **4.1.4**

Occasional bookings can only be accepted if there is an available space and must be made directly through the Pre-Prep Office.

#### **4.1.5**

Parents who collect their child after the end of their booked Aftercare session are charged a late collection fee.

#### **4.1.6**

Aftercare in Pre-Prep is available in three sessions, 3.30 – 4.15 pm, 4.15 – 5.00 pm and 5.00 – 5.45 pm. A register is kept of the children attending Aftercare indicating the sessions attended. This is marked as soon as the children arrive in the Pre-Prep Aftercare Rooms. The Class Teacher or Teaching Assistant take children in Nursery to the Pre-Prep Gym in St Martin's for Aftercare. Their Class Teacher or Teaching Assistant takes children in Reception, Years 1 and 2 to their allocated year group room in The Annexe for Aftercare. Staff must wait with the children in Aftercare until the Aftercare staff have arrived and the correct staff:child ratios are in place. Staff must not just leave children in Aftercare but must ensure that the Aftercare staff are available to sign the children in.

#### **4.1.7**

Each Class Teacher has a notebook for recording messages for parents. These notebooks are taken to the relevant Aftercare room. Parents are given messages about any child attending Aftercare when they collect their child. Similarly, any information from parents can be given to Class Teachers via this notebook. The information might be about minor accidents at school or to alert staff or parents to notes in book bags. In order to ensure that important messages for parents of children in Nursery or Reception are conveyed, Aftercare staff should check the Aftercare 'signing out' sheet as an asterisk will indicate that they need to speak to the adult collecting the child to relay the message.

#### **4.1.8**

A choice of sandwiches is provided during the first session together with fruit and water. Food will be saved for children who attend an activity during the first Aftercare session. Dietary requirements are catered for as long as staff have been made aware of these.

#### **4.1.9**

Children attending Aftercare may take part in other after school activities (e.g. Chess, Drama, Football, etc.). Activities are booked with the Aftercare bookings in May or June. Aftercare staff are informed if children are to return to Aftercare after the activities. They are also informed about any children who will be collected by an Activity Provider for an activity starting later in the Aftercare sessions. Most activities start at the end of the Pre-Prep day. Children will be cared for by Pre-Prep staff in their classrooms for those activities starting at 3.45 pm or 4 pm. These staff will ensure that these children are taken to the activity and are handed into the care of the Activity Providers. Activity Providers are responsible for ensuring that children booked into Aftercare are taken to Aftercare at the end of the activity. Further information about the arrangements for the collection of children for activities and for their return to Aftercare are set out in the Lost or Uncollected Children Policy. The times of arrival and departure from Aftercare are recorded on the registers.

#### **4.1.10**

Children in Aftercare are able to take part in different activities such as art and craft, games, role play, quiet reading, etc. Children in Aftercare are taken out to play during the Aftercare sessions whenever possible using The Annexe enclosed play area, the Nursery play area or the enclosed climber. They are under the direct supervision of the Aftercare staff. Aftercare staff accompany children to the toilet should this be necessary whilst the children are playing outside.

#### **4.1.11**

Aftercare staff carry a school phone with them whilst they are outside with the children so that help can be summoned should it be necessary. This also enables parents to make contact with them should they be delayed in the collection of their child.

#### **4.1.12**

Due to the COVID-19 pandemic, parents/carers are not allowed in the buildings. This includes The Annexe lobby. Nursery parents should collect their child from the external fire door of the Pre-Prep Gym. Parents of children in Reception, Year 1 and Year 2 should collect from the front door of The Annexe. Staff will greet parents and then collect the children. If the children are playing outside, parents might collect children directly from the play spaces. Parents must ensure that a member of staff signs their child out from Aftercare so that staff are aware of which children are in Aftercare.

#### **4.1.13**

Parents must inform the Aftercare Supervisor, the child's teacher or the Pre-Prep Office if someone other than one of the named people for their child will be collecting him or her. That person must be named. Staff are not legally allowed to release children into the care of unknown adults for obvious reasons. Parents must provide a password for staff and the named individual so that staff can confirm the identity of the adult collecting the child. If there is any doubt about the identity of the named individual, staff will seek further clarification such as telephoning the parents or asking the named individual to provide ID or give additional details.

#### **4.1.14**

Children should be collected from Aftercare by 5.45 pm. In an emergency parents should telephone Pre-Prep Aftercare to inform staff of their delay, and alternative arrangements will be made to care for the child until he or she is collected.

#### **4.1.15**

Children who are uncollected from Aftercare by 6.00 pm will be taken to the Head of Pre-Prep or, in her absence, another senior member of staff. If there has been no message from the parents, then an attempt will be made to contact them. If they are unavailable, the Head of Pre-Prep or the senior member of staff will attempt to contact any other named contacts for the child. If there has been no response by 6.30 pm the Head of Pre-Prep or the senior member of staff will contact the Emergency Duty Team on 0121 675 4806 for children living in the Birmingham area or the relevant Local Safeguarding Children Partnership for other local authority areas.

### **4.2 Prep**

#### **4.2.1**

At the end of the school day at 4.05 pm, all pupils return to their Year Group venues in preparation for being collected or for doing activities. They are supervised by two or more members of staff. The venues are as follows: Year 3 – St Philip's; Year 4 – St George's; Year 5 – St Margaret's and St Monica's and Year 6 – The Hub.

#### **4.2.2**

Each Year Group venue has a selection of games, art and craft materials and books, with which pupils can entertain themselves.

#### **4.2.3**

Pupils may register to join one or more of a wide range of After School Clubs, which they attend regularly for the duration of the term. The information for all these activities is provided through Reception. Each Year Group gathers pupils together so that they are ready for their activity at the appropriate time. Children are collected from their Year Group venue for activities by the Activity Provider or a member of staff and they are escorted back to the Year Group venue by the Activity Provider.

#### **4.2.4**

In each Year Group venue, there is a supervised period after school when homework tasks can be done. At this time, any child who is remaining in the Year Group venue sits quietly in the room and may read, or practise spellings or tables, if they have no specific homework to complete.

#### **4.2.5**

Pupils must be signed out in the Year Group venue each evening by a member of staff. Members of staff will only allow children to be collected by a parent, recognised carer or other designated family member, unless a specific arrangement has been made and agreed with the Year Group staff. (For example, in the case of an activity which finishes after the Year Group venues close, the pupils become the responsibility of

the Activity Provider.) If there is any doubt about the identity of the named individual, staff will seek further clarification such as telephoning the parents using a school telephone or asking the named individual to provide ID or give additional details.

#### **4.2.6**

In the Trinity Term, a Year 6 pupil may sign himself/herself out, if a parental request has been made, in writing, to the Year Group Leader as some parents wish their child to have the experience of walking home in preparation for secondary school. A Year 6 pupil may **not** sign another pupil out.

#### **4.2.7**

If a pupil is collected without having been signed out, the duty staff will use their emergency contact numbers to check that the child is safe.

#### **4.2.8**

If a child has not been collected from the Year Group venue by 6.00 pm and if there has been no message from the parents, then an attempt will be made to contact them. If they are unavailable, a senior member of staff will be informed and will attempt to contact any other named contacts for the child. If there has been no response by 6.30 pm the senior member of staff will contact the Emergency Duty Team on 0121 675 4806 for children living in the Birmingham area or the relevant Local Safeguarding Children Partnership for other local authority areas.

## **5. STAFFING**

### **5.1 Pre-Prep**

#### **5.1.1**

Pre-Prep Aftercare is staffed by Pre-Prep staff. For every session, at least one member of staff holds a full and relevant Level 3 qualification as defined by the Department for Education and at least half of all other staff hold a full and relevant Level 2 qualification as defined by the Department for Education. At least one member of staff with a Paediatric First Aid qualification is available at all times in Pre-Prep Aftercare.

### **5.2 Prep**

#### **5.2.1**

Each year group has a Year Group Leader, who takes overall responsibility for the pastoral care of the pupils in their care throughout the year. They liaise with other Form Tutors (Years 3 and 4) and Pastoral Tutors (Years 5 and 6), and other staff, where appropriate. Each year group also has a Year Group Bubble Leader who takes a lead role in the after school care for the year group liaising with other colleagues undertaking after school duties where required.

#### **5.2.2**

During the Prep Aftercare provision, a first-aider is available on call for staff. In the event of a serious incident, staff would call an ambulance. Other First Aiders are also on the school campus during this time such as in Pre-Prep.

## **6. RELATED POLICIES, MONITORING AND POLICY REVIEW**

### **6.1**

This Policy should be read in conjunction with other related whole school policies including: Behaviour Management, Discipline and Exclusions, Safeguarding and Child Protection, Lost or Uncollected Children, First Aid and Health and Policy for the Early Years Foundation Stage.

### **6.2**

This Policy will be reviewed at least annually in the Michaelmas Term to ensure that it complies with statutory requirements and to ensure that any changes in practices are accurately reflected. It will be presented to the Governors' Safeguarding, Health and Safety Committee for approval in the Michaelmas Term each year. The minutes of this meeting will be presented to the Governors.