

Buckingham Preparatory School

'Together we nurture, we inspire, we achieve'



After School Care Policy

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BUCKINGHAM PREPARATORY SCHOOL

AFTER SCHOOL CARE POLICY FOR RECEPTION, INFANTS AND JUNIORS

This policy applies to Infants and Juniors

Buckingham Preparatory School policies

This policy should be read and adhered to in conjunction with the following Buckingham Preparatory School policies:

- Supervision Policy
- Catering Policy

Aims

To provide a safe, welcoming base where children can be taken care of after school until they are collected by their parents.

Objectives

- To provide a safe, secure environment at the end of the school day for children.
- To allow children to integrate, support one another and share ideas.
- To provide a calm environment should the child want to read quietly or complete their homework after school independently.
- To employ staff who care about children and will support a child's development in all areas.
- To provide child care for children to play and learn together
- To provide a service that is accessible to all the children in the school who are in full time education.

Procedures

After School club will be based in the school art room and is supervised by the After School club manager.

The club runs from 4.00pm – 6.00pm and children can book for a minimum of 1 hour and a maximum of two hours a day. If a child attends for 'part of an hour' then the cost will still be for a full hour.

The cost of each hour for after school club is £5.45 and must be booked in advance through the school office.

Children will need to be collected promptly by either 5pm or 6pm.

To collect a child from after school club parents will use the side gate to the school and the electronic gate buzzer system.

If the boys are at an earlier club in school and this club finishes at 4.45pm then boys who are then staying in after school until 6pm will only be charged for **1 hour**.

However if they attend from 4.30 they will need to book in and pay the full hour charge.

In case of emergencies the manager of the after school club can be contacted on the school phone number: **020 8866 2737 – option 4**

Staff

After School Club will be managed by Mrs Ghadimi and Miss McCubbrey and will have a maximum of 18 children. If for any reason there is a greater demand for after school club the school will look to put in another school employee to cover the ratios of children if school staff are available.

Booking for After School club

Parents and carers can register their child by completing a registration form which can be downloaded from the website or collecting a form from the school office.

The booking system will operate on a first come first served basis.

There are 2 available sessions 4-5pm or 5-6pm. Parents will be charged the full hourly rate even if the child does not attend the whole hour.

Bookings will be taken on a weekly basis but it is possible to set permanent days each week (*if your place is reserved it will be charged if the child does not attend but has been at school that day*)

Parents can also request booking on a daily basis and casual days but the child will only be taken if there is a space available.

Parents can also request bookings on an emergency basis by calling the school office on the day.

Snacks

Children will be provided with 2 biscuits and a drink of water/squash. If your child is staying until 6.00pm or for late Judo Club (5.00 – 5.45pm) they may bring a small sandwich or fruit or vegetables. No other snacks will be allowed in after school club.

Please also be aware we are a 'nut free' school and so ensure any extra snacks do not contain nuts or nut extracts.

Resources

The after school club is well resourced and can help support a child's learning. Staff will encourage reading from time to time and will also support where able. However 1:1 support for after school is not available in the after school club.

The use of computers is also not available as in line with our school IT policy where children cannot use the IT suite unsupervised.

Late Collection from Club or School

If a child is not collected from their after school activity or late gate they will then be sent to after school club and will be charged. If there is no space in after school club he will be looked after by a member of staff and will also be charged the hourly rate.

Contact Numbers

All contact numbers for children attending after school club will be kept in the school office. If a parent needs to be contacted for any reason the after school manager will speak to the member of the SMT on duty and they will contact the parent.