



BUCKINGHAM PREPARATORY SCHOOL

'Together we nurture, we inspire, we achieve'

Before and After School Care Policy

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AFTER SCHOOL CARE POLICY

Revised: September 2021 (to be reviewed in September 2022)

This policy applies to EYFS (from the age of 4), Infants and Juniors.

BUCKINGHAM PREPARATORY SCHOOL

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

- Accessibility Policy
- Equal Opportunities Policy
- SEND Policy
- Uncollected Child Policy
- 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 is only available for children age 4 and upwards who are already registered in our school setting.

The after school club runs from 4.00pm – 6.00pm daily with the exception of Fridays when it will finish at 5pm 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.

There is no After School Care on the last day of each term.

The cost of each hour (or part of the hour) for after school club is £6.00 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 4.30pm or 4.45pm then boys who are then staying in after school until 6pm will only be charged for **1 hour**.

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

Breakfast club runs from 7.30 – 8am each day and must be booked in advance. A range of breakfast items are offered daily including cereals and toast. This is supervised by BPS staff and is charged per session on the end of term bill.

Bookings that are made and then cancelled with less than a 7 days' notice will be charged.

If a booking is made and the child is then collected **this booking is still charged** unless cancelled with the time scale above.

STAFF

Breakfast Club and After School Club will be managed by Mrs Kelly, Mrs Theti, Mrs Ghadimi and Miss McCubbrey and Mrs Hull and will have a maximum of 16 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.

The staff who run the After School Club are BPS employees (Teaching Assistants) who already work in other areas within the school setting.

Staff who work in the After School Care Club have been provided with First Aid Training.

A member of the SMT is always on site whilst there are children in the club.

BOOKING FOR BREAKFAST AND 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.

Bookings **must be made in advance** in school times and be confirmed by the school office before a child attends.

SNACKS AT AFTER SCHOOL CLUB

Children will be provided with 2 biscuits (nut free) 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 independent learning. Staff will encourage reading from time to time and will also support reading where able. However 1:1 support for homework is not available and the boys are encouraged to complete their work at home with parental support if needed and in the correct learning environment.

Occasionally junior boys, who are accustomed and able to, may complete homework independently if they so wish. However the after school club team do not mark, check, monitor or assess any of the work completed and parental checking of the work will still be required when the boys go home.

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.

IN THE EVENT OF COVID 19 RESTRICTIONS

BPS will continue to provide before and after school care but will need to follow the latest DfE Guidance.

In order to provide a wider consistent 'bubble' for our children the following procedures that will need to take place are:

- All bookings are hourly (4-5pm and 5pm – 6pm) will need to be taken a half term in advance.
- Hourly sessions can still be booked as per policy (see below) but only in a half term advance.
- There will be a minimum of 2 bookings needed per week to ensure the child has a regular space.
- If a child does not attend their pre booked session parents will still be charged unless the child is absent from school due to illness.
- All bookings must be made via the school office before the start of each new half term.
- We regret bookings cannot be amended or changed after the term has started
- Ad hoc bookings are no longer permitted.
- Late collected children will no longer be admitted to After School Club but a cost will still be incurred as they will need to be supervised by an adult.
- Once bookings are confirmed parents will be informed of collection procedures in line with the schools visitor restrictions. Parents are expected to follow these procedures carefully.
- At the end of each half term After School Care will finish at 5pm.
- At the end of each term there is no After School Care provision.
- Room allocation of After School Care may change dependent on numbers and 'bubble size groups'
- A child is only permitted to bring a small sandwich (extra snack) if staying until 6pm.
- A biscuit and a drink will be provided to all children in after school care.
- If your child attends an after school activity and is booked from 5pm to 6pm the same rules will apply as normal. See below.

The guidance issued by the DfE and procedures above will override any change to linked procedures below until further notice.