



## **After School Club and Early Birds Policy and Procedure**

This policy applies to all pupils at Abingdon Prep School including those in the Early Years Foundation Stage (EYFS) setting.

### Rationale

Abingdon Prep School is committed to offering wrap around care for pupils before the start of the school day and after the end of the school day. The school recognises the need for many parents to work or attend to other commitments and aims to provide an affordable, high quality and age appropriate level of care before and after school.

### Definitions

‘Early Birds’ refers to the care offered between 0800 and 0815 Monday-Friday.

‘After School Club’ refers to the care offered after the end of the school day (from 15.30 to 18.00 depending on the age of the pupil - see below) within the After School Club designated room or within one of the appointed classrooms. This is offered Monday-Friday. It does not include the Other Half activities which operate after school each day

### Who may attend

#### *Early Birds*

Any pupil in Reception to Year 8 may attend Early Birds.

#### *After School Club*

Any pupil in Year 1-8 may attend After School Club up until 1800. Pupils in Reception may attend up until 1700.

### Timings and locations of sessions

#### *Early Birds*

Operates from 0800 to 0815. No child can be left on the school premises before 0800 without supervision of a parent or carer.

For pupils in Reception to Year 2, this takes place in the Pre-Prep classrooms.

For pupils in Y3-8, this takes place in designated classrooms.

## *After School Club*

Operates three sessions:

Session 1 (1530-16.15) – This is for pupils in Pre-prep (years 1-2) only and takes place in the Prep Prep classrooms.

Session 2 (16.15-17.00) – For pupils in Reception to Year 2, this takes place in the Pre Prep classrooms. For pupils in Year 3-8, this takes place in a designated classroom in the form of Prep Club.

Session 3 (17.00-18.00) – For pupils in Year 1-Year 8 and takes place in the After School Club designated space.

### Charges for sessions

There is no charge for Early Birds or Session 1 and Session 2 (Years 3-8) of After School Club.

There are charges for Session 2 (Years R-2) and Session 3 of After School Club and details of charges are communicated to parents via the weekly mailing. There will be at least one term's notice of any increase to charges.

### Activities during sessions

#### *Early Birds*

Pupils will read quietly or complete work as directed by the supervising member of staff.

#### *After School Club*

Pupils in Session 1 in the Pre-Prep classroom will wash their hands, organise their belongings and be given sandwiches and fruit along with a drink. There will be a choice of construction activities or quiet reading for them to do.

Pupils in Sessions 2-3 in the After School Club designated space will be provided with a range of age appropriate activities each day. This will include, but not be limited to, board games, drawing/colouring, simple craft activities, reading or looking at books and (at times decided by the ASC staff) using the playing field for activities and games. There will be an emphasis on pupil led activities, choice and relaxation rather than adult initiated and led activities.

ASC staff will assess the appropriateness of activities for the age and number of pupils present. Where there are larger numbers of pupils, staff must ensure that the health, safety and welfare of all pupils is considered when selecting an activity. In accordance with the *Fire Safety Policy* emergency and other exit routes must remain clear at all times. On rare occasions, when there are a large number of pupils present, staff may choose to show an age appropriate film or documentary. Pupils (Y3-8) in Session 2 in the designated classroom will be supervised for homework. If

they do not have homework or finish homework before the end of the session, they will bring a book to read.

### Food and drink

Food and drink is prepared by the kitchen staff in accordance with the school's food handling policies and procedures.

Prior to Session 1 each day, the ASC coordinator (or assistant) will collect sandwiches, fruit and drinks from the kitchen and take it to the Pre-Prep classrooms. Biscuits for pupils in Y3-8 attending the After School Club session 2 will be kept in an airtight container clearly marked 'ASC Prep Club only' and stored in the school office with handwash. These will be collected each day by the member of staff supervising this session. A plate of sandwiches, fruit and drinks together with plates and cups will then be taken to the After School Club designated space.

Prior to handling food, staff will wash hands thoroughly and supervise pupils as they do so.

Sandwiches, fruit and drinks will be served to pupils in the After School Club at the following times:

Session 1 – for pupils in Reception to Year 2, after the register has been taken.

Session 2 – for pupils in Year 1-2 who are arriving at ASC at this time, after the register has been taken

Session 3 – for all pupils attending the session as they arrive and once they have been registered (and also for those who remain)

Biscuits will be given to pupils in Session 2 in the After School Prep Club at the start of the session prior to completing their homework and after the register has been taken.

### Staffing and Ratios

#### *Early Birds*

For pupils in Y3-8 there will be 1 member of staff for 30 pupils.

For pupils in Reception to Year 2 there will be 2 members of staff for a maximum of 30 pupils. One member of staff will generally be a fully qualified teacher and there will always be a member of staff with full paediatric first aid along with radio access to the school nurse. If there is no qualified teacher the ratio will be 1:8 for EYFS pupils and 1:15 for the remainder of pupils. *After School Club*

There will always be at least two members of staff present during each session which takes place in the After School Club designated space.

There will be a fully qualified teacher present during the Session 2 After School Prep Club with a maximum of 30 pupils.

Where there are no Reception pupils present, there will be a minimum of 1 member of staff for every 15 pupils in the After School Club session.

Where there are Reception pupils present, the following will apply:

- Where there is a fully qualified teacher present, there will be at least two members of staff with no more than 30 pupils.
- Where there is no fully qualified teacher present, there will be 1 member of staff for every 8 pupils (where 1 or more of those 8 includes a Reception child and for the remainder the ratio of one member of staff for every 15 pupils will remain).

At least one member of the After School Club team holds a Level 3 Qualification.

All staff engaged in Early Birds and After School Club are DBS checked and required to sign a declaration confirming they are not disqualified from working with children

There is a duty Leadership Team person on site each evening until the last pupil is collected from After School Club. If the After School Club staff have any queries or emergencies, they can radio the duty person as appropriate.

### Booking procedure

#### *Early Birds*

There is no booking procedure for this and pupils may attend on an ad hoc basis.

#### *After School Club*

Pupils may attend on an ad hoc basis. If a pupil is not aware they need to attend After School Club on a particular day because parental plans have changed, parents should telephone the school office to notify them that their child needs to attend After School Club. A message can then be passed onto the pupil and/or teacher as appropriate.

Parents of pupils in Pre-prep are asked to complete the sign up sheets in their child's class so that class teachers are aware of the after school arrangements for each boy. More information about this system is provided by class teachers to parents at the start of each school year.

If a pupil is not collected by 15.30 (Pre-prep) or 16.20 (Prep), he will be taken to After School Club and cared for until he is collected, or parents have been contacted.

### Registration

#### *Early Birds*

All pupils should go straight to the relevant Early Birds location with their bags and coats and should not be in other areas of the school before the bell goes at 0815.

A register will be kept in each room for Early Birds which may be manual or online and aims to identify which pupils are in the building before official registration at 08.30.

#### *After School Club*

Electronic registers are maintained by the ASC Staff in sessions 1 and 3 and for session 2 in the After School Club designated space. A hard copy register is provided for session 2 in the designated classroom.

The teacher running the After School Club prep club (Session 2 in the designated classroom) will collect the register prior to attending this session.

All registers will be returned to the school office each day by the end of Session 3.

#### *Taking the register in After School Club designated space*

As pupils arrive their name will be entered on the register.

This applies for each session and for pupils who arrive part way through a session eg if they have been attending a sports fixture or have been at a club that finishes at 1715.

If all pupils and staff in the After School Club go out onto the playing fields, they will take the register with them. If some pupils and staff remain in the After School Club designated space, the register will remain there and all pupils arriving will need to register first before being taken to the field. A first aid kit will always be taken to the field.

#### *Taking the register in After School Prep Club (Y3-8)*

Pupils will be registered with a note of the time of their arrival.

#### Collection from After School Club

##### *Session 2 After School Prep Club (Y3-8)*

If a pupil is collected during the session, this must be indicated on the register and the time of collection noted. Parents/carers do not need to sign but report to the office who will use two way radios to notify the staff member that the parent has arrived and the child is to be sent to the entrance hall.

The member of staff should mark on the register pupils who are attending After School Club at 1700 and those who are collected by parents at the end of Session 2.

#### *Session 1-3 in After School Club Designated Space*

When a pupil is collected, the member of staff signs the pupil out and makes a note of the time of leaving. Pupils cannot be released into the care of anyone other than the pupil's known parent or carer. If someone other than the parent or carer is collecting the pupil, a written note from the teacher or secretary in the office confirming a conversation with parent/carers to this effect or a copy of a letter/e-mail from the parent/carers must be attached to the register. If the ASC staff have any doubts or queries about the arrangements, they must contact the duty Leadership Team person to seek advice.

If a parent is unexpectedly delayed, where possible, the parent should telephone the office. For pupils in Reception this should be before 5pm and for all other pupils before 6pm. If a parent is going to be significantly delayed (beyond 5pm for Reception or 6pm for other pupils), parents should try to arrange for another adult to collect their child and confirm the identity of the adult with the office. ASC staff or the duty Leadership Team person will check the identity of the person collecting (this could be in the form of checking the person's mobile number as provided by the parent or by an agreed password). As above, if the ASC staff have any doubts or queries about the identity of the person, they must contact the duty Leadership Team person to seek advice.

#### Uncollected Pupils

*Please refer to the APS Uncollected Pupils Policy*

#### Missing Pupils

*Please refer to the APS Missing Pupils Policy*

#### Procedure in the event After School Club is unable to operate

It is extremely unlikely that the After School Club is unable to operate and is only likely in extreme conditions when the school shuts early or does not open at all. Please refer to the *APS Bad Weather Communication Protocol (staff use only)*.

If the After School Club cannot operate but pupils remain on the premises, the duty Leadership Team person will organise for staff supervision of pupils.

#### Fire Safety and Emergency Evacuation

*Please refer to the Fire Safety Policy*

The After School Club staff will liaise with the Fire Officer/Health and Safety Officer to ensure regular fire drills occur and that risk assessments for the After School Club designated space are updated regularly.

Induction training will be provided for new members of the After School Club staff to ensure they are familiar with escape routes, procedures and assembly points.

#### Accident and Incident Record

In the case of an accident or incident, the Accident Report form should be completed and given to the office with a copy given to the Health and Safety Officer.

### Safeguarding and Whistleblowing

*Please refer to the Abingdon Foundation Safeguarding Policy.*

In accordance with the policy, all After School Club staff will receive regular training and should report any concerns, in confidence, to the Designated Safeguarding Lead or a member of the Safeguarding Team.

### First Aid and administering medication

*Please refer to the First Aid Policy and the Health, Illness and Medicines Policy*

Whilst there nurse is on site pupils will be taken to the office or school nurse should there be an injury.

For injuries of a minor nature (eg minor bumps, grazes and scratches) where basic first aid from a first aid kit can be administered, this should be done so by a member of the ASC team and recorded in the injury book kept by the ASC staff.

For all other injuries, illnesses or administration of medicine, the pupil should be taken to the office either by a member of the ASC staff or a member of the secretarial staff. In the case of more serious illness or injury where it would be inadvisable to move the pupil, assistance can be summoned in accordance with the above policies.

Pupils with severe medical conditions eg anaphylaxis carry their own medication with them at all times. In cases of less severity, ASC staff will radio the office staff and the medication will be brought over to the ASC designated space.

Office staff will record all medical information as they would for incidents occurring within school hours in accordance with the above policies.

If the injury or illness occurs after 1800 when the office is closed, the duty LT member will open the office and a member of the ASC team with the appropriate First Aid qualification will attend to the pupil in the office while the duty LT member supervises any remaining children.

### Behaviour Management

*Please refer to the Behaviour Policy (Prep) and Pre-prep behaviour policy.*

### Pupils' personal belongings

All pupils should take bags and personal belongings with them to the After School Club designated space. Personal belongings need to be stored so as not to obstruct exits.

### Staff sickness and absence

If a member of the ASC team is absent or sick, it is important that they notify the Assistant Head Academic and Deputy Head as soon as possible so that cover staff can be arranged to ensure the correct level of qualification of staffing.

### Complaints

*Please refer to the Complaints Procedure.*

### Daily Routine

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|-------|---|
| 15:15 | ASC Co-ordinator (or assistant) collects food and drinks from the kitchens to take to Pre-Prep.   |
| 15:30 | Collect registers from the office and attend one of the Pre-Prep classrooms   |
| 15:35 | Register for Session 1. Pupils will wash hands with hand gel before having sandwiches, fruit and drink followed by activities.  |
| 16:20 | Register for Session 2. Hand washing, sandwiches and drinks for those who have just arrived.  |
| 16:30 | Pupils to do activities, games to be supervised in other room.  |
| 17:00 | Take pupils from Pre-Prep who are staying at ASC into the designated space. One member of staff to supervise pupils while other brings in food trolley from the kitchens.   |
| 17:00 | Register for Session 3 as pupils arrive (between 17:00 and 17:20).<br>Once registered, wash hands and have sandwich and drink. Activities.<br><br>Notify office if any Reception pupils have not been collected by 17:00.                 |
| 18:00 | All pupils to be collected. If any pupils remain at 18:10, notify duty LT member.<br><br>Tidy all activities away. Load trolley.<br><br>Return register to school office, ensuring all pupils have been signed out and are accounted for. |

### **Deputy Head**

**Last internal review: January 2024**

**Last governor review: February 2024**

**Next governor review: February 2025**