

# PORT · REGIS

POLICY NAME	PrePrep After School Care	POLICY OWNER	Head of PrePrep
DATE OF LAST REVIEW	October 2021	DATE OF NEXT REVIEW	March 2023

## 14e - Pre-Prep After School Care

Please see document 14c which also includes information.

The After-School Club is run as a 'home from home' with the intention of providing out of school hour care that is similar to that which one would expect to be offered to the children within their home environments.

### After School Club

The After-School Club runs Monday - Thursday, 15.30 – 18.00 and Fridays 1530 - 1700. Any child within the Pre-Prep and Nursery may attend for half hour or full hour sessions. The club is led by qualified members of staff.

Children are collected from classrooms and escorted to the After-School Club room where they take part in the planned activity - cookery, arts and crafts nature or 'play' and on a Friday a film may be watched should the children request it. High Tea is served from 1630.

Children are collected from the side door next to the Year Two cloak room, a member of staff will escort them to the door. They are signed out by the member of staff on duty noting time of collection.

If children are not collected from the club when expected the following procedure is followed:

- Parents phoned
- Collection time agreed
- Child held until 18.00 if necessary
- If parents are uncontactable we would refer to the child's 'Collection from School' form and contact an adult listed with permission to collect. This form is held in the Pre-Prep office filing cabinet.
- Pre-Prep Head to be informed of the situation
- The Prep School Office Reception will be informed
- The Prep School will be contacted to arrange intermediate care (if necessary), feeding the child and overnight accommodation. The Deputy Head Pastoral and Boarding Coordinator will be informed.
- The uncollected child will be transferred to the school office in the Prep School, fed as required and reassured.
- Attempts to contact parents and emergency contacts will continue on a regular basis by School Office staff, along with reassuring the child by School Office staff, Deputy Head Pastoral and/or Boarding Coordinator
- Deputy Head Pastoral or Boarding Coordinator in the Prep school will oversee arrangements overnight and continue to contact parents or similar, informing Headmaster of the situation.
- As a last resort social services or police to be contacted