

## MORNING CARE AND AFTERCARE POLICY & PROCEDURE

Including Early Years Foundation Stage / Pre-School

### Infant Morning Care Procedure, including EYFS

Parents may bring children into school from 0800. Children, from Preschool to Year 2 should be escorted to the Morning and Aftercare classroom entrance near the Art room by their carers, where staff supervises them until 0845. However, from 0830 parents should take all Early Years children straight to the Early Years classrooms via the courtyard entrance where they will be met by a staff member and supervised in their classrooms until registration. Children may access some toys and books during this time. At 0830 the duty staff takes Early Years children to their classrooms. Reception, Year 1 and Year 2 are escorted to their classrooms at 0845 and handed over to their teachers. Should the number of pupils rise above 30, the duty staff must ring Reception desk for extra staff to be deployed. During morning care children may access some toys and books. A register of children present is kept.

Parents may remain with their child on the playground until 0845. Any child arriving after 0845 must report to Main Reception desk to be signed in and then if necessary, a member of staff may escort them through the security door to their classroom.

### Junior Morning Care Procedure

Junior children are supervised from 0800-0830 by one member of the teaching staff and from 0830-0845 by two teachers. They meet in the Reception Entrance Hall and at 0800 the duty staff escort them to the Conference Room and move to the Junior playground at approximately 0830, depending on the weather. On the Junior playground the whistle is blown at 0845 and children collect their belongings from the cloakroom and go to their form room. The duty staff are responsible for communicating with Reception desk about any changes so that other staff can be informed and for checking the cloakrooms and basement door as they re-enter the building. In inclement weather, children move from the Conference Room to their form room at approximately 0845. If numbers are high, the duty staff are responsible for contacting the staffroom and arranging earlier dispersal to their form rooms.

Pupils having early morning peripatetic music lessons must sign in with the duty teachers first before attending their lessons.

### Morning Care Registers

The duty teachers are responsible for maintenance, collection and return of the register to the Admin office. Children who arrive at school between 0800 and 0830 are marked in the Morning Care Register.

### Infant Aftercare Procedure, including EYFS

EYFS children are asked to complete a form in their child's home/school contact book on a weekly basis to state which days they need their child to attend aftercare.

EYFS children are escorted to the Infant After/Morning care room at 0315 with their belongings. Mobile cloakroom trolleys are available. A register of children present is taken with timings of collection recorded and passed to the Infant aftercare supervisors at 1600. Infant staff escort Year 1 and 2 children to the Infant Library where the duty teacher and teaching assistants log pupils in the aftercare file and supervise them until 1600 when they join the Early Years children. Pre-School and Reception classes finish at 1515 and Years 1 and 2 at 1525. Some children will be in clubs and arrive at 1615. The duty teacher will decide whether the outside area is safe to be used for aftercare activities when the weather is fine.

If numbers rise, the duty teacher can send Years 1 and 2 to the Conference Room with an assistant who remains with them until 1700. Parents collect children from the Infant aftercare room via the outside side entrance and must check out with the duty staff member until 1700. Where necessary, children are escorted to the closest toilets. Peripatetic teachers must escort children to and from the aftercare facility and hand over children to the duty staff or parent.

At approximately 1640 all children wash their hands and are given a small snack and drink. At 1700, after the bus children have departed, the staff take the register file and Infant children to join the Junior children in the Conference Room and wait for collection before 1800. Parents must report to the main reception desk and children are then escorted to the School reception desk for collection.

### **Junior Aftercare Procedure**

Junior aftercare runs from 1600 until 1800. Parents must inform the form teacher or receptionist about their childcare arrangements and routines, especially any changes. Junior children are usually expected to know these routines as there is an aftercare/club register taken at 1330 to finalise after school arrangements. This register is then sent to the receptionist so that we can track each child until 1800.

Some children will proceed to clubs/aftercare or homework club where they are registered. Clubs and Homework Club are run by teachers on a rota basis. Junior aftercare is run by a teacher and aftercare assistants.

The duty teacher collects the Homework Club pupils (all children from years 4-6 not at a registered activity) at 1615 and takes them to the Dining Hall for supervision of homework until parents arrive or the bus supervisor collects them for the school buses. Messages from reception desk to the Conference room or the Dining room can be passed on via telephone.

Year 3 can choose to remain with the staff in the Conference Room and have access to some games/activities and suitable DVDs until collection. Any child in aftercare must report in and out to the Junior aftercare assistant and timings are recorded in the file. The supervisor collects children at certain times for bus runs and they meet in the Conference Room before being escorted to the bus by the supervisor.

### **Collection of Children**

Every parent is responsible for informing the school who will collect or drop off their child. All parents entering the building must report to the receptionist and state their intention. If a member of staff does not recognise the adult collecting a child, they have the right to check all arrangements with the receptionist or ring the parents before releasing the child.

## **PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME**

If a child is not collected by 1800, we will call all the contact numbers. If there is no answer, a member of the Senior Management Team, the Duty Teacher, or the Receptionist will call the emergency numbers for this child. During this time, the child will be looked after safely in the school building.

If there is no response from the child's contact or emergency numbers within a 2 hour period, a member of the SMT will contact the Social Care Duty Officer. Social Care will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police. We will make a full written report of the incident.

**We undertake to look after the child safely throughout the time that he or she remains under our care.**

S Raymond-Jones

Reviewed: September 2018

Next Review: September 2019