



## Before School and After School Care Procedure

*Information for Parents: This procedure is available on request.*

The Ursuline Preparatory School does not undermine the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

### **Before School Care**

All full-time pupils are allowed to stay in Before School Care, where they are supervised by a member of staff and given a drink and a snack. Care is provided from 8 a.m. until 8.45 a.m.

Parents must book in advance, and at the latest by the afternoon before the care is required. Bookings are noted on the booking sheet and the parents are billed accordingly.

### **After School Care**

All full-time pupils are allowed to stay in After School Care, where they are supervised by a member of staff and given a drink and a snack. *Children are able to undertake homework tasks and daily reading during this time.*

Parents are allowed to book in advance individual or block sessions. Block sessions should be re-confirmed half-termly.

The sessions are from 3.05 p.m. or 3.15 p.m. (depending on class finishing time) – 4.15 p.m. and from 4.15 p.m. – 5.15 p.m. If the child hasn't been collected by 5.20 p.m. a staff member will contact the parent/authorised person.

Bookings will be accepted on a first come, first served basis.

Bookings are noted on the booking sheet which is located in the School Office.

Any child that is booked in to after school care or any child whose parent/authorised person has not arrived to collect them at the correct time is escorted from the school foyer to After School Care, which is held in the After School Care room. When parents/authorised persons arrive to collect the child/children they gain access to After School Care by ringing the doorbell at the back door.

On collection the member of staff on duty makes a note of the time and the parent/carer then signs the booking sheet to confirm. The member of staff confirms that the person collecting the child/children are either parents or an authorised person on the child's collection list.

The parents are billed accordingly.

If parents/authorised person are late picking up children, refer to the Late Collection Policy. At all times we give regard to our Safeguarding and Child Protection Policy.

Parents must notify the school in writing if their child is being picked up by someone who is not a regular authorised person. The office staff must notify the member of staff in charge of After School Care of this.

Parents are required to give a unique PASSWORD for each child when they join the school. This information is stored securely but accessible to staff on a need-to-know basis. The password system is to be used if parents inform us their child is being collected by someone unknown to staff and not on the child's authorisation list.