



**ST MARGARET'S**  
SCHOOL

After-School Care Policy

# ST MARGARET'S

SCHOOL

## After-School Care Policy Review:

Review Date	February 2024
Reviewed By	Emma Gray - Head of Junior School
Next Review Date	February 2027
Approval Date	February 2024
Committee Owner	Safeguarding Committee

## Contents

After-School Care.....	2
Lunches.....	2
Breakfast Club.....	3
After-school Care & Supervised Study.....	3
Further guidance:.....	4
Food.....	4
Expectations.....	4
Discipline.....	4
Emergencies.....	4
Lateness.....	5
Staff Names and Qualifications That Work Directly with Pre or Post School Care.....	5
Physical Locations.....	5

## After-School Care

Details of any before or after school care (including names of staff, their qualifications and details of child/adult ratios)

The core day at St Margaret's is typically 08:15 - 16:00.

Before School Care is currently 07:30 - 08:00. Early Arrival supervision 08:00 - 08:15.

The day formally starts with registration at 08:25 until 15:50/16:00 - please see below, with clubs, supervised study and After-school Care running 16:00 - 18:00 (Monday to Thursday) and 17:00 on Friday.

### School Day | Timetable Updated September 2023

Time	Reception & Year 1	Time	Year 2 - Year 6
07:30 - 08:00 Breakfast Club (Bookable)			
08:00 - 08:15 School open for early arrivals			
08:15 - 08:25	Form Rooms Open	08:15 - 08:25	Form Rooms Open
08:25 - 08:55	Form Time/Phonics	08:25 - 08:55	Form Time/Phonics
08:55 - 09:55	Period 1	08:55 - 09:55	Period 1
09:55 - 10:50	Period 2	09:55 - 10:50	Period 2
10:50 - 11:10	Break	10:50 - 11:10	Break
11:10 - 12:05	Period 3	11:10 - 12:05	Period 3
12:05 - 13:05	Lunch Break	12:10 - 13:05	Lunch Break
13:05 - 14:00	Period 4 (COP/Outdoor Play)	13:05 - 14:00	Period 4 (COP/Outdoor Play)
14:00 - 14:15	Registration	14:00 - 14:15	Registration
14:15 - 15:15	Period 5	14:15 - 15:15	Period 5
15:15 - 15:20	Form Time	15:15 - 15:45	Period 6
15:20 - 15:35	Dismissal	15:45	Staggered Dismissal
16:00 - 17:00 After School Care/Supervised Study			
17:00 - 18:00 Mon-Thurs After School Care/Supervised Study			

## Lunches

11:45 Nursery

12:30 Years 4-6

\*Years 12-13 and staff can go to early lunch @ 12:50 if no lesson

12:05 Reception

13:05 Years 7-8

12:10 Years 1-3

13:20 Years 9-10

13:35 Years 11-13\*

## **Breakfast Club**

This runs daily and currently runs from 07:30 - 08:00. It is pre-booked and can also be used ad-hoc.

Breakfast club is run by two members from the Teaching Team with support from two Teaching and Learning Assistants.

The breakfast club is in the main school dining room. SMT are on hand if needed. The children are cared for and taken to an early room at 08:00.

## **After-school Care & Supervised Study**

16:00 - 17:00 and 17:00 - 18:00 (Monday - Thursday)

After school care for Seniors takes place in Supervised Study. This is from Monday - Thursday, 16:00 - 18:00 and Friday, 16:00-17:00. Pupils are supervised by a member of teaching staff on a rota.

After school care for Upper Juniors is also known as Supervised Study. This is from 16:00 - 17:00 and children are supervised by a member of Junior School teaching staff on a rota

After-school care for Nursery to Y2 is known as After-school Care. The provision is run Monday - Thursday by a team of staff.

Nadia Maronva who is a Teaching Assistant & AfterSchool Care Coordinator - Level 2 and Pediatric First Aider Mon-Thursday

Vanessa Coleman - is a Teaching Assistant & Afterschool Care coordinator - Level 3 and ELSA trained.

Teresa Evans level 3 also supports the supervision of ASC and works Monday to Friday.

Priti Saxena Level 2 also supports the ASC once a week on Friday.

Prefects Level 1 trained also support the After school club.

If ratios require this provision will be split by age until numbers/ratios allow. The ratios we are follow are:

<b>Ratios in Pre and After-school Care</b>	
<b>Nursery</b> <b>(2 years - 2 years 9 months)</b>	<b>Pre Reception and Reception</b> <b>Reception once (reception for Autumn term)</b> <b>majority have turned 5 and above</b>
1 adult to 4, 2 year old children	1 Teaching Assistant to 8 children 1 Teaching Assistant to 13 1 Teacher to 13 children children 1 Teacher to 30 children

At 17:00 - ASC starts for Upper Junior Pupils; if ratios allow, they combine at this stage or when appropriate.

**Further guidance:**

- staff make sure all children are signed in when they arrive at after school care and supervised study, and signed out when they leave
- as good practice we regularly count the number of children
- all children in ASC are given the opportunity for some fresh air and physical exercise once they have been signed in
- the exit door is only opened by staff members to welcome parents. Children are not allowed to push the button
- during quieter times, and when staff numbers allow, the time is used to listen to children read or help them with homework or learning
- staff are aware that there is always a named SMT member of staff on site each day until the end of After-school Care/supervised Study. SMT will have a walkie talkie
- the school nurse is on site until 17.00 each day

SMT & DSL named duty day 16:00 - 18:00 SMT 16:00 - 17:00				
Monday	Tuesday	Wednesday	Thursday	Friday
Julie C	Lara P	Julie C	Julie C	Emma G

When the school nurse finishes the First Aid list for alternative first aiders is used, with boarding staff with First Aid aware they could be called upon.

**Food**

For pupils in Supervised Study a light snack of fruit is offered.

For children in After-school care a light sandwich tea is provided at approximately 17:00 to 17:30.

**Expectations**

For the older children attending Supervised Study homework is completed quietly and staff are on hand to assist if needed.

**Discipline**

The same school discipline and rules apply. Pupils must not leave the site between the end of school and the start of supervised study. If problems arise then support is given by a member of the SMT. If there is a persistent discipline problem by a child then parents will be informed and they may not be able to attend After School Club/ supervised Study. This will be dealt with by the Head of Junior or Vice Principal.

**Emergencies**

In case of emergencies, a phone is available in the Library Junior School office. Staff should have a walkie talkie with them.

The emergency telephone number for Junior School ASC between 17:00 - 18:00, Monday to Thursday, is 07380977582.

Fire procedures that happen in the school day, are followed pre or after school.

## **Lateness**

In the event of parents being late to pick up their child due to circumstances beyond their control, we ask that you inform the office as soon as possible.

In the event of parents being persistently late collecting their child, a telephone call will be made or letter will be sent to the parent. If there is no improvement then parents will be informed that the facility will be withdrawn for that term.

## **Staff Names and Qualifications That Work Directly with Pre or Post School Care**

### **Breakfast Club (Pre School Care)**

Nursery Manager Lynsey Pickles Cache Level 3

Teresa Evans NVQ Level 3 Certificate in Nursery Nursing

Julie Newall Teaching Assistant

### **After School Care**

Nadia Maronova - Cache Level 2 Supporting Teaching & Learning in school

Vanessa Coleman - Level 3 Certificate and ELSA training.

Teresa Evans NVQ Level 3 Certificate in Nursery Nursing

Priti Saxena | Level 2 Certificate

### **Occasional Staff |Teaching Assistants that may support ASC.**

Sue Cooper Certificate in Supporting Learning Level 3

Julie Newall No formal qualifications

Anna Johns PGCE Level 6

## **Physical Locations**

The youngest children will be kept in the Nursery or play barn area which is a suitable EYFS space, they may also use a Reception classroom. Once the older children merge at 5pm ASC will be in a suitable location where parents can approach, but younger children are also cared for and safe. In the Summer months, ASC may be outside.



[www.stmargarets-school.org.uk](http://www.stmargarets-school.org.uk)

Merry Hill Road, Bushey  
Hertfordshire, WD23 1DT  
United Kingdom

+44 (0)20 8416 4400  
[schooloffice@stmargarets-school.org.uk](mailto:schooloffice@stmargarets-school.org.uk)