



Queen Elizabeth Grammar School

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Quality Assurance	
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VALIDITY – Policies should be accessed via the Foundation intranet to ensure the current version is used.

CHANGE RECORD (Annually)

Version	Date	Change details
V1.00	May 2015	Written, R Thompson
V1.01	Feb 2018	Reviewed and updated, R Thompson
V1.02	Aug 2018	Reviewed and updated, R Thompson
V1.03	Aug 2021	Reviewed and updated, R Thompson
V1.04	Sept 2023	Reviewed and updated, R Thompson
V1.05	Feb 2024	Included the Senior Section arrangements, A Eggleston

To be published on the following:

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QEGS Before School and After School Care Policy

1. Introduction

The security and happiness of the pupils at Queen Elizabeth Grammar School (QEGS) School is of paramount importance to all adults who work at the school. The same level of care and supervision given to pupils during the school day is afforded to them before school and after school, should they need it.

2. Aims

The Foundation aims to provide a safe and controlled environment for pupils during designated times outside of normal school hours.

It is clearly not possible to have open-ended supervision without time limits at the Foundation schools and this is reflected in the QEGS policy.

This policy identifies the specific times when pupils may arrive at school and after which time they must leave school. The policy also identifies specific procedures that should be followed if pupils arrive before the start of the formal school day or stay after the formal school day.

This policy will also identify to what degree staff supervision is provided and who should be contacted in the event of an emergency.

2.1 Links to other policies

[WGSF Safeguarding and Child Protection Policy](#)

[WGSF Privacy Notice JS Pupils](#)

[WGSF Data Protection Policy](#)

[WGSF Equal Opportunities \(Pupils\) Policy](#)

3. Junior Section

3.1 Before school

Pupils do not arrive simultaneously on the school premises. Time is made available within the agreed directed time for supervision of children before school. Our responsibility begins when the children arrive at school.

- The school will notify all parents stating the time of the start of the school day and indicate that no arrangements are made for the supervision of the children earlier than 7.45am on a school day.
- This statement will be included in the school literature.
- Procedures are in place for the supervision of children between 7.45am and 8.45am. See the QEGS JS Pupil Supervision Policy.
- The normal school day will begin at 8.45am, at which time the teaching staff will take on the responsibility for supervision.

3.2. After school

The school has arrangements in place for the supervision of pupils after the formal school day has ended. This supervision takes the form of After School Care (ASC), also known as 'Owls', which runs from 3.55 – 6.00pm.

- If for any reason children have not been met at the end of the day they should attend ASC at 4.05pm rather than stand outside school or wait in the school playground alone. At 4.05pm, any children who have not been collected will be escorted into ASC.
- If a child is expected in ASC but does not attend, ASC staff will check with the class teacher to see if the child was dismissed to the parents or is attending an extra-curricular activity. They will then attempt to make telephone contact with parents to ensure that the child has been collected.
- If it is not possible to contact parents, other family relations will be contacted to ascertain the child's whereabouts.
- If it is not possible to ascertain the whereabouts of the child, a member of the SLT should be contacted and a decision made as to whether the police/safeguarding team should be contacted.
- Parents should be given notice of children who will be late home through participation in after school activities. They should be given adequate notice of any changes to arrangements such as cancellations of school clubs and fixtures. Every effort should be made to contact the parents during the day. If for any reason a parent cannot be contacted, the child must remain at school until the agreed time of collection.
- A member of the SLT will be on site until the last pupil has left, this may well involve holding pupils until delayed parents are able to collect after the closure of ASC at 6.00pm.

Registers

- A list of pupils attending ASC is maintained by school office staff and the ASC Manager.
- Registers are made up of pupils who attend ASC on a regular basis and those who attend on an ad hoc basis.
- Pupils can be added to the register through parents contacting the school office during the day. The names of any pupils who have been added to the register during the day are passed to the ASC Manager. The school secretary informs the pupils that they are to go to ASC.
- Pupils are instructed to see the ASC staff on entering ASC, at which point they will be signed in.
- ASC staff will sign and record the time that pupils are collected from ASC so that accurate records are kept to satisfy fire regulations and to ensure parents are billed correctly.

Food and drink

- A tea (consisting of sandwiches/savoury food, fruit, a sweet snack and cordial) is served between 4.30 – 5.00pm.
- This is prepared by the school kitchen staff and served by the ASC staff with the pupils being encouraged to help with serving and clearing away.
- Proper hygiene routines are followed with regard to the preparation of food, surfaces and hand-washing.

Location

- ASC is based in the JS library. The adjoining computer suite, JS Hall and outside garden are also used to allow pupils to engage in a range of activities. Weather permitting, the JS fields are sometimes used.

Adequate supervision

- Adequate supervision is ensured through ASC staff who are teaching assistants working in the school. In addition, SLT will support where needed.
- In the event of staff absence a member of the SLT will make arrangements for cover.

4. Senior Section

4.1 Before School Care

Students who arrive at school before the start of school may drop their bags off in their form rooms, but should then wait in the main school yard until the start of the formal school day.

A member of the senior leadership team is present on the school site from 8:00 am although there is no formal supervision of students in the yard or in school buildings until the start of the school day. In the event of an emergency, students should seek help from the staff room, Main Reception, or the Deputy Head's office.

4.2 After School Care

The school has no formal provision for looking after students beyond the end of the school day. Any pupil not involved in a designated after school activity or under the direct charge of a member of staff should leave the school site or work in the Learning Hub. The Learning Hub is on the top floor of the Savile building. Pupils are able to work there (providing they follow the Learning Hub rules) until 5.30pm when the facility closes on the senior school site. Any remaining students are then escorted to join OWLS in the JS by the Learning Hub manager where they are supervised until the facility closes at 6pm.

A Learning Hub Manager is present; however, there is no formal register of attendance or direct supervision. It is simply a facility that the students may use. Students sign in and out with time of arrival and departure. A member of the senior team is also on site until the last student has left the Learning Hub, although they do not provide a permanent presence in the Learning Hub. This facility is not an organised club or specific after school activity.

Pupils must be collected from the school car park which is accessed from College Grove Road on the corner of Albion Street. Parents should not enter via the main Northgate entrance. Should the rules of the Learning Hub not be followed then the boy in question will be asked to leave, there is no alternative designated place to wait. Neither is it possible for pupils to wait beyond 6:00pm. In such an eventuality parents would have to make separate arrangements.