



Out of Hours Care Procedures (14e)

(Whole School including EYFS)

Breakfast Club

Breakfast Club pupils meet in the ground floor library from 7.30 am. Breakfast is served until 7.50 am. A charge is made for using this facility and is collected termly via ParentPay. This facility gives parents the opportunity to leave their children before breakfast at home to allow for an early commute to work. The pupils are registered by Miss Donnelly (NVQ3), Miss Wintle (NVQ3) and Miss Dogherty (NVQ3). Breakfast is provided by the school caterers, The Brookwood Partnership.

Parents must escort their child and register them. KS1 and KS2 pupils are allowed into the playground at 8.00 am once Breakfast Club staff have ensured the duty teachers are present (see Early Morning Drop Off). EYFS pupils are escorted to their classrooms at 8.30 am.

Early Risers

Early Risers meet in the ground floor library classroom from 8.00 am. This facility for Early Years pupils is to encourage a staggered start to the school day and is included in the school Travel Plan. A charge is made for using this facility and is collected termly via ParentPay. No refreshments are provided.

A member of staff supervises Early Risers. All parents must sign their child/children into the Early Risers register and the children are escorted to their classrooms at 8.30 am. We operate a staff ratio of 1 adult:10 children.

Early Morning Drop Off

From 8.00 am there is a member of the SLT on duty outside school, alongside the school caretaker and security person to facilitate a drop and go system. KS1 and KS2 pupils are supervised in the playground by duty teachers until the school bell is rung.

Tea Timers

Tea Timers is held in the ground floor library from 3.40 pm until 6.00 pm.

At 3.40 pm any pupils who have not been collected from their classroom are taken to Tea Timers by class staff. The Tea Timer staff book them into Tea Timers by marking them into the Tea Timer register, the sheets for which are produced by the school bursar. Names of regular users are pre-printed on the register sheets; Tea Timer staff enter the names of occasional users in pen. When the pupils are collected their parent/guardian signs them out by signing the register and putting the time of collection.

At 4.00 pm the pupils are given a drink and biscuit. They have free play (toys, games, drawing, dvd etc) until 5.15 pm when a drink and snack of sandwiches and fruit is provided.



Prep Department children are encouraged to go to Homework Club on Tuesday, Wednesday and Thursday.

Tea Timers who attend after-school clubs are taken to Tea Timers at the end of the club session and registered as are any other pupils who have not been collected after a club. A list of pupils who attend each club can be found in the Tea Timers register.

Three members of the school staff supervise Tea Timers every day from 3.40 pm until 6.00 pm. These are usually Miss Wintle (NVQ3), Mrs Long and Mrs Cadete. We operate a ratio of 1 adult:10 children and would call in additional school staff if necessary.

One member of the school's Senior Leadership Team is on duty each evening until all the pupils have left the premises and any pupil not collected by 6.00 pm is cared for by the duty member of the SLT. A copy of the SLT duty rota can be found on the staff room notice board. If a pupil is not collected then no later than 6.15 pm (EYFS pupils) and 6.30 pm (Years 1-6 pupils) the school will contact the police or social services for further advice.

Monday:	Mrs E Wratten	Thursday:	Mr G Biston
Tuesday:	Mrs R Telling	Friday:	Mr D Reed
Wednesday:	Mrs H Dunne		

Parents wishing to contact the Tea Timer staff should telephone the school number which is answered in the school office until 4.30 pm after which it is switched to the telephone in the Tea Timers room.

Any incidents or accidents are recorded on separate sheets, signed by the parent/guardian and kept in the back of the Tea Timers register.

If there were an emergency such as road closures or an incident on the underground leading to a large number of pupils remaining on the premises after 3.30 pm, additional staff would stay behind to maintain appropriate ratios and would remain on the premises until all pupils had been collected by a parent, guardian or nominated carer.

The charges for Tea Timers are as follows:

Occasional use:	£10 per session until 5.00 pm / £15 per session until 6.00 pm
Regular use:	£250 per term until 5.00 pm / £495 per term until 6.00 pm

Billing is organized by the school bursar. Payment for regular use is made termly in advance and bills for occasional use are raised in arrears. Parents are asked to settle all Tea Timers bills using the ParentPay system in place for sundries. Any families with outstanding amounts of more than two months will be asked not to use Tea Timers until the payment has been made.

This cross references with the Extended Hours section on the school website.

Reviewed September 2018 AC

Reviewed July 2019 AC

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