



**Out of Hours Care Managed Plan
(Whole School including EYFS)**

Breakfast Club (7:30am – 8:00am)

Breakfast Club pupils meet in a ground floor classroom from 7.30 am. Parents drop the children off at the side gate. The gate bell is used to notify staff to collect the children in the breakfast club. Breakfast is served until 7.50 am provided by Citrea, the school's catering company. This service is chargeable via Parent pay.

Name of staff on duty	Qualification
Miss Jo Chambers	NVQ 4
Miss O'Mara	NVQ 3

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). Foundation 1 pupils are escorted to their classrooms at 8.00 am.

Early Morning Drop Off

From 8:00 am, members of the senior team are on duty outside alongside the school caretaker, to facilitate a safe drop off. F2, KS1 and KS2 pupils are supervised in the playgrounds by duty teachers until the school bell is rung. F1 children are taken to their classroom.

Tea Timers

Tea Timers take's place in classrooms and the school hall from 3:30pm until 5:30pm. Pupils transfer to the school hall at 4.30pm for tea.

The Tea Timers staff register pupils by completing a register provided by the office. The registers are produced by the school secretary and collected each day from the office with annotation of any changes. The pupils are collected from the front of school at their nominated time and only released once a member of staff has identified the parent/guardian.

At 4:00pm, EYFS pupils are given a drink and a piece of fruit. They have free play (toys, games, drawing, DVD etc.) until 4:30pm when they go to the hall where a drink and snack of sandwiches and fruit is provided for all remaining pupils.

Prep Department children are encouraged to do their homework, which can be done either on their Chromebooks or in their homework books.

Pupils who attend after school clubs and are not registered with Tea-timer and not collected on time are taken to the library. The school Secretary contacts the parents to collect them promptly. The tea-timers register is saved under [Office:\Tea timers\Autumn Term 2023](#)



Tea – Timers staff on duty	Qualification
Miss Jo Chambers	NVQ 4
Miss Westmaas	NVQ 3
Miss Dade	NVQ 4
Miss Feeney	NVQ 4
Miss Dentith	NVQ 3
Mrs Yasmeen	Assistant

We operate a minimum ratio of one adult: eight children in respect of EYFS pupils and would call in additional school staff when necessary.

A senior member of staff is on duty each evening until all the pupils have left the premises and cares for any pupil not collected by 5.30 pm. A copy of the duty rota can be found on the staff room notice board. If a pupil is not collected by 5.30 pm the parents should be contacted without delay and if they cannot be reached by 6.00 pm they will contact Redbridge social services for further advice or the police.

Senior member of staff on duty	Days of the week
Mrs Campbell / Miss Lewis	Monday
Mr Biston	Tuesday
Mr Manning	Wednesday
Mrs Telling / Mrs Tant	Thursday
Mr Reed	Friday

Parents wishing to contact the Tea Timer staff should telephone the school office until 5.00 pm after which time they should use the mobile number provided. (07394 062599)

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.

Our termly wrap-around care charges are as follows:

Breakfast Club 7:30am -8:00am £175.00 available to all pupils

Regular Tea Timers: To 4.30pm £250.00 termly (snack only)
 To 5.00pm £300.00 termly (snack only)
 To 5.30pm £450.00 termly

£8.00 per session until 4.30 pm | £12.00 per session until 5:00 pm | £14.00 per session until 5:30 pm. Penalty charges will be applied for late collections from Tea Timers and after 3.50 pm if not booked into Tea Timers.

Billing is organised by the school bursar. Payment for regular use are 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 not be permitted to use Tea Timers until the payment has been made.



Holiday Clubs

Holiday Clubs run throughout the year and typically during Easter, summer, autumn half term and Christmas breaks.

Avon House staff run the clubs on school premises and the appropriate staff to pupil ratios are maintained at all times, a senior member of staff with a safeguarding level 3 qualification is on call for the duration of the club. Holiday Club staff are given a list of who is safeguarding lead and how to contact them as well as a list of all pupils attending along with emergency contact details and medical/dietary details if applicable.

All staff working in wraparound care should have a paediatric first aid qualification and risk assessments will have been carried out and be made available to all participating staff.

Accidents, injuries and incidents should be dealt with in accordance with the First Aid Policy.

Children who attend Breakfast Club, Tea Timers and Holiday Clubs should be polite to staff and behave in line with the school Behaviour and Discipline Policy if they are to attend these facilities. Any child who does not behave appropriately will not be allowed to attend.

If the Government imposes any restrictions on out of hours care provision, the school will comply with these. This cross-references with the Wraparound Care and Holiday Club sections on the school website.

Review date:	September 23	January 23	August 22	June 21
Reviewed by:	ZM	AC/NB	AC	AC