



## **After School Procedures for the Prep School (Years 3 to 8) 2025 -2026**

### **4.00pm to 4.15pm**

- Pupils going home will be escorted by staff to the relevant areas of the car park for collection. Staff on duty will ensure they are safe and remain in the car park until all pupils are collected. If a child is not collected by 4.15pm then staff will escort the pupil(s) to Prep where they will be registered and await collection.
- Pupils signed up for Tea will meet at The Oakery where a member of staff will be on duty to distribute food. Those not signed up for Tea but waiting for a club will also wait at The Oakery until they are collected by the member of staff in charge of the club(s).

### **4.15pm to 5.00pm**

- Pupils remaining at school are signed up to an organised school activity, Prep or have their parents on-site to supervise them at play. Members of staff will register the children in their activity or in the Prep session. (The latter should make sure that they are playing in an area that does not disrupt an organised school activity or Prep.)
- Any pupils who have signed up for an activity or for Prep and have not arrived will be searched for in line with the Missing Child policy.

### **5.00pm to 6pm**

- Pupils remaining at school without adult supervision should report to the Late Room (the Library and General room) to register their presence with the member of staff on duty and state where they are going to be. There is a list of the late stay pupils with the duty member of staff. If a pupil or parent is unsure they should ask at the school office where the location of the Late Room is.
- Pupils may request permission play on the tennis courts, table tennis tables or on the front lawn (weather permitting) where they will be supervised by a member of the Late Stay duty staff. Pupils in Late Stay should not be in any other locations on campus.
- Pupils will be registered by the member of staff on duty for Prep and cross-referred with the list of expected children. Any pupils who have signed up and have not arrived will be searched for in line with the Missing Child policy.

- Pupils should sign out with the Late Stay member of staff before going home. The register needs to be handed to the member of SMT on duty by the late stay member of staff prior to them leaving the site.

There is a member of the SMT on duty at all times during the after-school procedures.

The duty member of SMT will not leave the premises until all the children in Prep and Late Stay have gone home or the procedures set out in the Late Collection of Children policy have occurred.

### **After School Procedures for Pre-Prep (Nursery – Year 2)**

- Children in Nursery are collected from the classroom door at 3pm.
- Children in KG are collected from the garden classroom doors at 3pm.
- Children in Reception are collected from the garden classroom doors at 3.15pm.
- Children in Year 1 are collected from the large hall doors at 3.15pm.
- Children in Year 2 are collected from the cloakroom doors at 3.15pm.

### **Late Stay**

Any children who have not been collected at the 3/3.15pm collection time will go to Late Stay. This takes place in the classroom where members of staff are able to provide activities for the children to do during this time. These children will be checked against the Late Stay register. At the end of Late Stay, children who are attending Little Oaks (JAG) will be escorted to wrap around care, along with any other children from after school clubs, by a member of staff.

### **After School Clubs**

Children who are attending after school clubs in Reception, Year 1 and Year 2 are escorted from the classroom by a member of staff to the playground where the external staff member running the club will register the children.

At the end of the club, a member of staff will collect the children from the playground, once again checking the register and number of children. The children will then be escorted by school staff, with the children who have been in Late Stay, to the carpark for collection by parents, or to Little Oaks (JAG) for wrap around care.

### **Carpark Collection**

The children will line up under the awning next to Dickinson House, from 3.50pm. Members of staff will locate the parents who are parked in the collection lanes. A member of staff will safely walk the children to their parents' car.

Reviewed by: SMT 02.12.25  
Next review date: Autumn Term 2026