



After School Procedures for the Prep School (Years 3 to 8)

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. 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.
- The latter should make sure that they are playing in an area that does not disrupt an organised school activity or Prep.

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 at the beginning of the **Autumn Term and in the Summer Term**, weather permitting, to:
 - Play on the tennis courts
 - Pupils to remain in sight of the member of SMT and Gap on duty
- 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.

Pupils **are not** permitted to be in the following locations without the permission and supervision of a member of staff (members of staff will inform the late stay staff of any special arrangements):

- The woods
- Any other fields other than the *rugby fields*
- The Pre Prep
- The Sports Hall

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

When all the children in the Pre Prep have gone home the member of staff on duty will contact the duty member of SMT.

The duty member of SMT will not leave the premises until all the children on site have gone home or the procedures set out in the Late collection of children policy have occurred.

Reviewed by: James Ashcroft 9.9.22
Next review date: 30.8.23