



# ST. JOSEPH'S COLLEGE

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## After School Care Policy

This policy relates to all sections of St Joseph's College, including the Early Years Foundation Stage.

### Aims

St Joseph's College aims to provide a safe and controlled environment for pupils during designated times outside of normal school hours. The College recognises and accepts its responsibilities to ensure, as far as is reasonably practicable, the health, safety and welfare of its pupils outside school hours.

The College Supervision of Pupils Policy identifies the degree of staff supervision that is provided during the day.

### Before School

Pupils must not be in College before 7.45am as they will not be supervised. The Dining Hall will open for breakfast at 7.45am; the Senior Library opens at 7.45am, Tutor Bases and cloakrooms in the Senior School are supervised from 7.45am and the Prep playgrounds are supervised from 8.00am.

Breakfast for all pupils is offered between 7.45am and 8.00am. There is a cost for breakfast - there is no additional childcare cost for any pupils in either the Prep or Senior School.

All pupils should be onsite by 8.20am each morning. Pupils in Early Years can be taken directly into the Early Years Centre between 8.00am and 8.20am. Pupils in Reception to Year 6 are supervised in the playground between 8.00am and 8.20am when they come inside for Registration.

### After School

Prep School children are able to take part in different activities, including a variety of sports, until 6.00pm. Early Years Staff will collect pupils from Reception at 3:20pm and escort them to the Early Years Centre for After School Care. After School Care Staff will collect pupils from Years 1 and 2 at 3:20pm to go to their respective activities. Junior children will make their own way to the Infant Library at 3:40pm, where they will be registered.

For Senior School pupils, a period of supervised study is available in the Library from 3.40pm to 6.00pm each weekday, free of charge. Pupils must go to the Library by 4.00 pm and sign in (and sign out on departure). Pupils involved in an after-school extra-curricular activity must go to the activity by 4.00pm.

Pupils in Year 11 and below may only be in the school after 4.00pm if they are supervised by a member of staff. Sixth Form Students are allowed to stay in the Sixth Form Centre until 6.00pm.

Pupils must not be in College after 6.00pm unless they are being directly supervised by a member of staff. Pupils are not allowed on site without supervision.

A member of SLT is on duty each day from 7.45am to 6.00pm and will remain on site until all pupils have been collected.



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**Additional information relating to the Prep School,  
including the Early Years Foundation Stage**

The After School Care Staff are committed to ensuring the best interests of children's welfare, care and development at St Joseph's College.

The staff are expected to display a commitment to treating all children as individuals and with equal concern and respect.

To provide a well-planned and organised play environment that offers children rich and stimulating experiences, alongside opportunities to explore, experiment, plan and make decisions for themselves. The programme of activities will recognise and take into account the differing ages, interests, backgrounds and abilities of the children.

To provide children with a range of equipment and resources appropriate to their age and interests and will be updated on a regular basis to ensure broken equipment is not in use.

Children will be offered access to outdoor play every day, subject to weather conditions in the Early Years Centre, Prep Playground and the Top Field which is secure and safe.

**End of the School Day**

At the end of the day, parents collecting children from the Early Years and Reception classes can come and wait by the Early Years garden where teachers will hand over pupils directly to parents. Teachers dismiss children in Years 1 and 2 directly from the classroom door which opens onto the playground.

In the Junior Section we encourage growing independence and parents are encouraged to meet their children near the Prep gates in the Broad Oak car park. A member of staff will be on duty in this car park for a short while at the end of the day. We do not allow pupils to walk across to the main car park to meet parents, but expect parents to park and walk to the Prep gates to meet their children.

Children who finish school at 3.20pm, but have siblings in the Junior Section, will be looked after in the Prep Lobby until 3.40pm without charge, so parents only need to make one journey to school at the end of the day.

We realise that traffic levels are unpredictable at times and so provide a buffer of 10 minutes at the end of the day where we will supervise your child without charge. After this, i.e. after 3.30pm for Early Years and Infants, and after 3.50pm for Juniors, any pupils still uncollected will be taken to After School Care where they will be supervised until your arrival. There is a charge for this supervision.



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## Staff to Children Ratios

St Joseph's College is conscious of the importance of maintaining adequate staff to child ratios, ensuring that children are cared for safely and given adequate attention and support. In all cases, the minimum staffing ratio for children aged 3-5 (Early Years and Reception) will be 1:8.

For Year 1 – Year 6, there are 5 members of After School Care staff that work with a minimum staffing ratio of 1:15, although guidelines for this age group allow a ratio of 1:30.

At St Joseph's College there are always at least two members of the College Leadership Team on site for assistance and emergencies.

## Hours

After School Care runs during term time Monday - Friday, starting at the end of the school day. Sessions run until 5:15pm or 6:00pm and will not be available on the last day of term, when the College closes at 12:30pm.

- All spaces are subject to availability and based on ratios
- Places are allocated on a first come first serve basis
- Children can be collected at any time during the hours the After School Care runs.
- After School Care is open to all children from Early Years to Year 6
- Early Years Staff will collect pupils from Reception at 3:20pm and escort them to the Early Years Centre for After School Care
- After School Care Staff will collect pupils from Years 1 and 2 at 3:20pm to go to their respective activities
- Junior children will make their own way to the Infant Library at 3:40pm, unless there is a need for an adult to accompany them

## Absence

If your child has been booked into After School Care in advance and they are absent from school, the fees are still payable.

## Venue

After School Care is usually based in the Infant Library and Infant classrooms. Different activities are carried out in other locations within the College premises.

## Register and Collecting

- A register of children who attend After School Care is taken at the start of each session. This register is filed in the After School Care folder which is located in the Prep office
- Parents should collect their children from the Infant Library and classrooms, entering through the main door by the Prep Office
- If children are in a different location (e.g. Astro Pitches, Top Field, Prep Hall) a member of staff will meet the parent to sign the child out
- Parents are required to sign the register when collecting their child. They must also inform a member of staff before leaving with their child
- If a parent is unable to collect their child as arranged, they must call the Prep Office staff to co-ordinate alternative arrangements



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- If someone else will be collecting a child, the office staff must be informed by telephone or email. This information will then be passed onto the After School Care Staff
- Each family must agree a password with after school Care Staff, to be used by other adults collecting their child

## **Late collection**

If a child has not been collected by the end of the session, parents will be contacted in the first instance by telephone. The emergency contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, Reading Children's Services will be informed.

Additional fees will be applied per 15 minutes for late collections. There are different rates for before 6.00pm and after 6.00pm.

## **Afternoon Tea**

Afternoon tea is provided for all pupils in After School Care. Pupils are escorted to the Dining Hall to have their tea. Fresh drinking water is available to the children at all times.

## **Behaviour**

Children are expected to follow the College Behaviour, Rewards and Sanctions Policy at all times. Any concerns regarding behaviour will be reported to the College Leadership Team member of staff on duty.

## **Health & Safety**

- All After School Care Staff follow the College Health and Safety, E-Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- The procedures to follow in the event of a fire or evacuation are detailed in the Staff Handbook.
- All staff must make themselves familiar with the above documents.
- In case of emergency (such as medical or missing child) the College Leadership Team member of staff on duty will be informed immediately and procedures followed.

## **First Aid**

- All After School Care Staff and Prep School Office Staff are First Aid trained and have access to the medical room at all times during After School Care
- All accidents will be recorded on the Schools Management Information System by the After School Care Staff or the Prep Office Staff. The accident will be reported to the parent/carer when collecting their child
- Parents/ Carers of any child who becomes unwell during their time in After School Care will be contacted as soon as possible
- All staff must be made aware of the children who have Pastoral Care Plans and Supported Learner Plans and what they contain



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## Activities/Provision

A range of activities are planned each session for the children in After School Care. These include sport, arts and crafts, Hip Hop Dancing, Judo, toys and games, movies as well as an opportunity to complete homework in the Infant Library.

The age of the children is considered when planning activities to ensure they are age appropriate.

Parents can opt for their child to complete Sport or No Sport and the timings are as follows:

### YEAR 1 & 2 SPORT

Changing, then line up in corridor 3.20 – 3.30

Sport 3.30 – 4.00 in the Prep Hall

Dining Hall 4.00 – 4.30

Infant Library 4.30 – 6.00

### YEARS 3 & 4 SPORT

Year 1 classroom 3.40 – 4.00

Sport 4.00 – 4.30 in College Gym

Dining Hall 4.30 – 5.00

Infant Library 5.00 – 6.00

### YEARS 5 & 6 SPORT

Year 2 classroom 3.40 – 4.00

Dining Hall 4.00 – 4.30

Sport 4.30 – 5.00 in College Gym

Infant Library 5.00 – 6.00

### ALL YEARS NO SPORT

Infant Library 3.20 or 3.40-4

Dining Hall 4-4.30

Infant Library 4.30-6