



# ST. JOSEPH'S COLLEGE

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## Extended Day 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 unless they have signed up for a morning Sport CCA. 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 Pre-Reception can be taken directly into the Acorn Centre and pupils in Reception can be taken to the Reception classroom between 8:00am and 8:20am. Pupils in Year 1 to Year 6 are supervised in the playground between 8:00am and 8:15am when they come inside for Registration.

### After School

#### Year 1 – Year 6

Children in Years 1 – 6 can take part in different Co-Curricular Activities (CCAs), until 4:45pm. Teaching Assistants will collect pupils from Years 1 and 2 at 3:20pm to go to their respective CCAs. Years 3 - 6 will make their own way to the Prep Library at 3:40pm, where they will be registered.

These CCAs will be led either by existing academic and support staff or by a DBS checked external specialist. At 4:45pm, students will be taken to the dining hall to have tea until 5:15pm. If parents have not collected their child by this point, they will be supervised until 6:00pm.

#### Pre-Reception - Reception

Early Years Practitioners will collect pupils from Reception at 3:20pm and escort them to the Acorns Centre for Extended Day. They will be supervised for the entire duration until 6:00pm and offered tea from 4:00pm – 4:30pm.



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## Senior School

Senior School pupils are also offered a range of after school CCAs to partake in or attend a period of supervised study is available in the library from 3.45pm to 6.00pm each weekday, free of charge. Pupils must go to the library by 3:45 pm and sign in (and sign out on departure). Pupils involved in an after-school co-curricular activity must go to the activity by 3:45pm where they will be registered by their CCA leader on EvolveClubs.

Pupils in Year 11 and below may only be in the school after 3:40pm if they are supervised by a member of staff. Sixth Form Students are allowed to stay in the Sixth Form Centre unsupervised 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.

Senior Students are free to leave the College unsupervised, however not allowed to be left unsupervised on site if still waiting to be collected by a parent.

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.

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

The Extended Day 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 consider 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 Acorn Centre, Prep Playground and the Top Field which is secure and safe.

## **End of the School Day**

At the end of the day, 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.



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Children who finish school at 3:20pm, but have siblings in Years 3 - 6, will be looked after in the Prep Chapel 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 Pre-Reception, Reception, and Years 1 - 2, and after 3:50pm for Years 3 - 6, any pupils still uncollected will be taken to Extended Day where they will be supervised until your arrival. There is a charge for this supervision.

## **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 (Pre-Reception and Reception) will be 1:8.

For Year 1 – Year 6, Extended Day guidelines for this age group allow a ratio of 1:30.

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

## **Hours**

Extended Day 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 Extended Day runs.
- Extended Day is open to all children from Pre-Reception to Year 6
- Early Years Practitioners will collect pupils from Reception at 3:20pm and escort them to the Acorns Centre for Extended Day
- Extended Day 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 Extended Day in advance and they are absent from school, the fees are still payable.

## **Venue**

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



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## Register and Collecting

- A register of children who attend Extended Day is taken at the start of each session.
- Parents should arrive at the Prep Gate and buzz to be let into the Prep School. Parents can collect their child from the Prep Foyer, Acorns Centre or Dining room.
- 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 after 5:30pm.
- If a parent is unable to collect their child as arranged, they must call the Prep Office staff to co-ordinate alternative arrangements
- 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 Extended Day Staff
- Each family must agree a password with Extended Day 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 Extended Day. Pupils are escorted to the Dining Hall to have their tea. Fresh drinking water is always available to the children.

## Behaviour

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

## Health & Safety

- All Extended Day 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 Senior Leadership Team member of staff on duty will be informed immediately and procedures followed.

## First Aid

- All Extended Day Staff and Prep School Office Staff are First Aid always trained and have access to the medical room during Extended Day
- All accidents will be recorded on the Schools Management Information System by the Extended Day Staff or the Prep Office Staff. The accident will be reported to the parent/carer when collecting their child



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- Parents/ Carers of any child who becomes unwell during their time in Extended Day 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

## **Activities/Provision**

A range of activities are planned each session for the children in Extended Day. The age of the children is considered when planning activities to ensure they are age appropriate.

All Prep CCAs can be booked on Magic Booking and all Senior Students have signed up to their CCAs at the start of term via EvolveClubs.