



QUEEN ELIZABETH GRAMMAR SCHOOL WAKEFIELD

Before & After School Care Policy (Senior Section only)

Document Control

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Version	Valid as of	Last Review
01	October 2014	October 2018
02	February 2022	February 2022

AFTER SCHOOL CARE AND BEFORE SCHOOL CARE POLICY

Aim

The Foundation aims to provide a safe and controlled environment for pupils during designated times outside of normal school hours.

It is clearly not possible to have open-ended supervision without time limits at the Foundation schools and this is reflected in the individual school policies.

The schools' individual policies identify the specific times when pupils may arrive at school and after which time they must leave school. The schools also have designated places on the premises where pupils must go if they arrive before the start of the formal school day or stay after the formal school day and are not involved in a scheduled after-school activity.

The policies will also identify to what degree staff supervision is provided or who pupils should contact in the event of an emergency.

The Foundation will comply with relevant legislation in terms of providing sufficient qualified staff to supervise pupils where such legislation exists.

QEGS Specific After and Before School Care Policy

(i) After School Care

The school has no formal provision for looking after students beyond the end of the school day. Any pupil not involved in a designated after school activity or under the direct charge of a member of staff should leave the school site or work in the Learning Hub. The Learning Hub is on the top floor of the Savile building. Students are able to work there (providing they follow the Learning Hub rules) until 5.30pm when the facility closes.

A Learning Hub Manager is present; however, there is no formal register of attendance or direct supervision. It is simply a facility that the students may use. Students sign in and out with time of arrival and departure. A member of the senior team is also on site until the last student has left the Learning Hub, although they do not provide a permanent presence in the Learning Hub.

This facility is not an organised club or specific after school activity.

Students must be collected from the school car park which is accessed from College Grove Road on the corner of Albion Street. Parents should not enter via the main Northgate entrance.

Should the rules of the Learning Hub not be followed then the boy in question will be asked to leave, there is no alternative designated place to wait. Neither is it possible for pupils to wait beyond 5:30pm. In such an eventuality parents would have to make separate arrangements.

(ii) Before School Care

Students who arrive at school before the start of school may drop their bags off in their form rooms, but should then wait in the main school yard until the start of the formal school day.

A member of the senior leadership team is present on the school site from 8:00am although there is no formal supervision of students in the yard or in school buildings until the start of the school day. In the event of an emergency, students should seek help from the staff room Main Reception, or the Deputy Head's office.