

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 Resources Centre (LRC). The LRC is on the top floor of the Savile building. Students are able to work there (providing they follow the LRC rules) until 5.55pm. The facility closes at 6pm.

An Assistant Librarian is present, however, there is no formal register of attendance or direct supervision. It is simply a facility that the students may use. A member of the senior team is also on site until the last student has left the LRC, although they do not provide a permanent presence in the LRC.

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

Students must be collected from the lower car park adjacent to the Savile building 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 LRC 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 6pm. 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 are asked to wait in the main school yard until the start of the formal school day.

A member of the senior 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 till the start of the school day. In the event of an emergency, students should seek help from the staff room or the Deputy Head's office.

Reviewed Jun 2014 MIW