



Newton

International School D-Ring Road

An International Community striving for excellence and celebrating success

Morning and After-School Care Policy

2024

Deputy
Head of
Pastoral

Working in
collaboration with
the Senior
Management
Team

Review
Date

February 2024

Next Review
February 2025

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Website
G Drive all staff



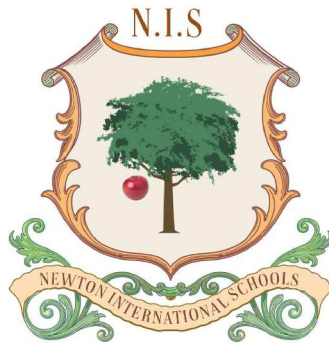


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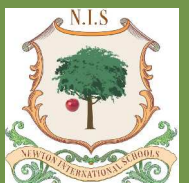
- Policy aims

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- The impact of Morning and After - School Care



Intent

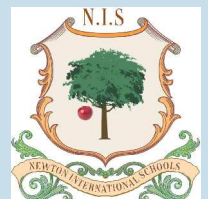
The aim of this policy and procedure is to provide a safe, nurturing and educational environment for children outside of regular school hours.

Our intent is as follow:

- To provide an appropriate community service and a safe alternative for parents to use.
- To use the After-School Care to foster responsibility and independence - children will have the opportunity to make choices to do homework, play cooperatively, develop new friendships and develop relationships with alternative staff.
- Having parents avail of the use the service for appropriate and valid reasons (this is not a babysitting service).
- To provide the service as an extension of the school day and therefore promotes and follow regular school expectations with regard to behaviour, duty of care, active supervision, and age appropriate activities.

The intent of our policy is as follows:

- To ensure that staff, pupils and parents are fully informed of procedures regarding Morning and After - School Care
- To ensure that parents and outside providers are aware of their responsibilities.
- To provide a safe environment within the school.



Implementation

Procedures for the organisation of After - School Care



Timings

HOURS THE SERVICE IS AVAILABLE:

- The service will be available from 06.30 – 07.00am for all children and 1:45 – 2:30pm for Key Stages 1, 2 and 3 children and 12.30 – 1.30pm for EYFS children.
- Please note that these hours are available by arrangement and that the expected hours for collection are 1:30pm for all Primary and Secondary children.

There is no medical cover in school after 2.30pm.



Joining aftercare

- All parents / caregivers of children in the Primary and Secondary departments have to sign an acknowledgment of the policy in order to be able to use the After - School Care service and give it to the Deputy Head, Pastoral (see appendix one).

NOTE:

- It is expected that parents should inform teachers in advance if they are unable to collect children before 1:45pm in order for appropriate staff cover to be arranged.
- If children are not collected by 2:30pm parents will be contacted by the class/form teacher and students left in the care of the security. Newton International School D-Ring will not be held responsible for any child after the hours of 2:30pm.
- If a case of continual misbehaviour in After - School Care arises, parents will be not be allowed to use this facility in future.



Implementation

Responsibilities



EYFS teachers

- Ensure that all students are met and greeted upon entry to class in the morning
- Ensure that After - School Care is arranged for EYFS from 12.30 – 1.30pm in the EYFS building.
- Ensure that any children in EYFS with older siblings in school, are supervised in after-care.
- Communicate with primary class/secondary form teachers to arrange collections at 1.30pm for EYFS students from the EYFS building with their siblings and an adult present.
- At 2.30pm any remaining children will be taken to the KS1 aftercare room to wait with the older children for collection.
- At 2.30pm, ensure the remaining children will be taken to the Palace Foyer in the Primary Building by the Team Leaders and sat with the Deputy Head (Pastoral).
- Ensure that children who are not collected before 2:30pm will receive a standard, recorded letter (see appendix 2). This will inform their guardians that the children will be left with security from 3:00pm and are no longer the responsibility of Newton International School D-Ring.



Primary class/ KS3 form teachers

- Ensure that all students are met and greeted upon entry to class in the morning
- Ensure a soft start activity is in place for students who enter class before registration at 7:10am
- At the end of the school day ensure all students are either collected by parents / caregivers.
- At 1:45pm, ensure that all remaining children go to the After School Care (ASC) in the aftercare rooms (KS1, KS2 and KS3 aftercare rooms will be in three separate rooms - all with adult supervision).
- At 2.30pm, ensure the remaining children will be taken to the Palace Foyer in the Primary Building by the Team Leaders and sat with the Deputy Head (Pastoral).
- Ensure that children who are not collected before 2:30pm will receive a standard, recorded letter (see appendix 2). This will inform their guardians that the children will be left with security from 3:00pm and are no longer the responsibility of Newton International School D-Ring.
- Manage any inappropriate behaviour that is reported and ensure parents are informed.



Teaching assistants

- Carry out active supervision as per the behaviour management policy from 06.30 – 6.45am outside of the school buildings (on the playground). Children do not need to be in any of the buildings during this time. Bags can be safely left outside of the classroom buildings.
- Ensure that students proceed to class calmly and timely from 6:40am for a soft start to the school day.
- Ensure primacy and active supervision during aftercare
- Manage any cases of misbehaviour in aftercare as per the behaviour policy and report to the class teacher

Implementation

Responsibilities



Security

- Ensure active supervision is carried out at the entrance gates of the school up to 6:30am
- Open the school gates and allow for students to enter at 6:30am
- Support with traffic control duty and student road safety from 6:30am
- Ensure that all students are met and greeted upon entry to the school grounds from 6:30am
- Ensure any uncollected students on the playground after 2:30pm are escorted to the Deputy Head (Pastoral)



The Senior Management Team

- Support with traffic control duty and student road safety from 6:30am
- Ensure that all students are met and greeted upon entry to the school grounds from 6:30am
- Support teaching assistants teachers and parents with hometime collections
- Engage in playground supervision after 2:30pm to support bus collections and all other forms of student collection



The responsibility for the implementation of the Morning and After - School Care Policy rests with the entire school community. The Deputy Head (Pastoral), will oversee the implementation of the policy. However, all members of the school must ensure the policy is implemented by them.



Impact

Impact for children:

An enhanced student sense of belonging leading to better academic achievement when improved. Greeting all students at the door makes them feel valued and part of a team, where no one gets preferential treatment. By starting the day on a bright note and with a warm greeting, students feel happier about coming to school and approach learning with a more optimistic mindset. Students are monitored safely by an adult afterschool until they are collected by an adult.


Impact for staff

Students enter the classroom with a positive tone already set and they are ready to learn and engage. Greeting students at the door leads to extra task engagement per instructional hour. A sense of belonging in the classroom, a sense of community, and reduced student and teacher stress levels. Staff can take part in afterschool activities and tasks with the support of supervision for children who are collected late from their class.




Appendix

Appendix 1

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I _____ parent of _____ in
Class: _____ have read the Before and After School Care Policy, and
undertake to adhere to the guidelines set out in this policy
Parent/Guardian Signature: _____

Appendix 2

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Date _____

Dear

Please be advised that there is no supervision at school for children left after 2:30pm. The after-care service has been set up to facilitate parents who are unable to pick up their children at 1.30pm. If your child is not picked up by 2:30pm, as per our School Policy, they will be left with our Security Guards to await your arrival.

If your child is not collected before 3pm in future, then we will no longer be able to provide after-care supervision for them.

Yours sincerely,

