



**Nursery & Pre-Preparatory School  
'Guten Morgen Schule' & 'Abendschule' Policy  
Preparatory Before and After School Care Policy**

This policy was adopted on:	10.09.10
Policy last reviewed on:	01.09.20
Person/Body reviewing:	CEO/KC/THM
Date of next review (except in the case of relevant legislation):	01.09.21
Published:	ISI/Staff/Parents/Website

## **Nursery & Pre-Preparatory School**

### **Introduction**

The School is committed to offering quality out of hours school care, and supervision for children, including those in the EYFS, both before and after school. Our service runs between the hours 7:30 am – 8:45 am and 3:30 pm- 6:30 pm each school day in Rookwood House, located on King Edward Road. The School's 'Guten Morgen Schule' and 'Abendschule' are run by employees of the school with appropriate experience and qualifications.

Staff are covered by the School policies, including but not exhaustively: Behaviour and Discipline of Nursery & Pre-Prep Pupils Policy, King's Safeguarding & Child Protection Policy, Missing Child Policy Medicines Policy, Equal Opportunities Policy, Health and Safety Policies, Staff Appraisal and are subject to the School's complaints procedures. A minimum of 2 members of staff will remain on site at all times.

### **Activities and Facilities**

The school will provide well-resourced play spaces with appropriate books, games and toys for the children's use before and after school. The majority of activities each day will take place in Rookwood House. The building has three large play rooms as well as an entrance hall area, wc area, playground and small kitchen for the preparation of snacks. Occasionally, at 'Abendschule', children may make use of the Paddock for team games, if they are suitably supervised by staff. Children will not be taken off the school premises.

All staff running 'Guten Morgen Schule' or 'Abendschule' will be salaried members of staff employed by the school. All will have been subjected to the usual clearance procedures and given authority by the school to work in this setting. Among the school staff, there is a designated ESCo and a fire safety officer. In addition at every session, there is:

- At least one first-aider holding the Paediatric Care First Aid qualification;
- Qualified staff who all hold a full Level 3 qualification;
- All staff have attended safeguarding and radicalisation training;
- All staff have been trained in food hygiene and handling.

Staffing ratios will not exceed 1:8 (1 adult to 8 children) for Nursery & Reception pupils in line with the EYFS Statutory Framework, DfE 2012.

Staff running 'Guten Morgen Schule' or 'Abendschule' remain responsible for the children attending the activity until they are handed over to teaching staff, at the beginning of the school day, or collected by parents or a named adult, at the end of the day. Under no circumstances will children be allowed to wait outside the school unsupervised or be sent home with an unauthorised adult. If a parent delegates responsibility for collecting their child to another adult, they MUST have told the School office during the day or ring the Abendschule mobile number prior to pick up. If an unknown adult arrives to pick up a child, the parents will be contacted before releasing the child.

### **Health and Safety**

The school will take steps to ensure that hazards to children on the premises, both inside and outside, are minimised through providing suitable spaces for the children to play at 'Guten Morgen' Schule and 'Abendschule'. The Health and Safety Policy outlines the steps that will be taken and the procedures that operate.

Staff are trained to have an understanding of Health and Safety requirements.

Risk assessments are conducted as detailed in the Health and Safety Policy. Fire safety procedures are detailed in the Health and Safety and related policies.

If preparing snacks, all staff are required to comply with regulations regarding food safety and hygiene.

All staff, including those in 'Guten Morgen' Schule & 'Abendschule' are expected to adhere to the school's policies in relation to administering first aid and medicines. The First Aid box present in Rookwood House will comply with the Health and Safety (First Aid) Regulations - the contents of which are checked frequently and replaced as necessary by a designated member of staff.

Children who are ill, or who have infectious diseases, are not permitted to use the before or after school facilities. The same criteria for absence applies as in the Nursery & Pre-Preparatory School. Parents will be informed immediately if children are ill and they must be collected straightaway in this circumstance.

### **Food and Drink**

Fresh drinking water is available to children at all times, as it is during the school day.

Food is provided at both 'Guten Morgen Schule' and 'Abendschule'. Toast, spreads, cereal and milk, water or apple juice are offered at 'Guten Morgen Schule', and biscuits or fresh fruit with milk or water at 'Abendschule'. If the children stay after 5:30pm then they are provided with a hot meal prepared by the catering team.

Parents will be consulted and asked to inform the school of any special dietary requirements or food allergies their child may have. Staff will prepare all food hygienically, ensuring that both they and the children wash their hands before handling food, and food and drinks are handled and stored appropriately.

### **Equal Opportunities**

A separate Equal Opportunities Policy details the school's procedures and is consistent with current legislation. All activities before and after school, are open to all pupils of the school. However, in extreme instances where pupils are exceptionally tired or poorly behaved at the end of the day, and this impacts on other pupils, or on supervision requirements, the Headmistress may discuss this with the child's parents.

### **Behaviour**

Behaviour management procedures are detailed in the Whole School's Behaviour Policy. There is a separate Whole School Anti-Bullying Policy.

### **Safeguarding & Child Protection**

A separate Child Protection & Safeguarding Policy details the school's policy and procedures. There is a guidance within this policy regarding the expectations of staff in instances when a child is considered to be 'at risk' or makes a disclosure to a member of staff during a before-school or after-school activity.

### **Communications to Parents**

Communication with parents follows the School's usual procedures and parents may contact the school via the school secretary 01634 888566 or via the Abendschule mobile number 07969 502622.

### **Registration for 'Guten Morgen Schule'**

Children do not need to pre-book for 'Guten Morgen Schule'. At least 2 members of staff will be present at 'Guten Morgen Schule' each day. A register will be maintained of both staff and children in attendance. Children will be registered on arrival. If numbers were to exceed ratios, a phone call would be made to school for additional staff.

Children will be registered as being in attendance if they arrive at any point between 7:45 am and 8:25am and are left in the care of the 'Guten Morgen Schule' staff. This register will form the main reference for recharges for 'Guten Morgen Schule'.

### **Registration for 'Abendschule'**

At least 2 members of staff will be present at 'Abendschule' each day. Children are escorted from Chadlington House to 'Abendschule' at the end of the day.

A register will be maintained of both staff and children in attendance each day. Children need to be pre-booked into Abendschule using the 'Abendschule link' on Survey Monkey on a weekly basis that parents receive via email every Friday. They may also book in via the school office in the event of an unexpected delay. Children who have not been collected by 3:40pm (Nursery, Reception & Year 1) or 3:50pm (Year 2 & 3) or who have not been collected promptly after a club, will be escorted to 'Abendschule' and their names added to the register by the 'Abendschule' supervisor.

### **Uncollected Children**

'Abendschule' closes **promptly** at 6:30 pm, after which an additional charge is made to parents. If a child remains uncollected after 6:30pm, at least 2 members of staff will remain until the child is collected. In this instance, parents will be contacted immediately. If no contact can be made with the parents, all known emergency contact numbers will be used. If all these known contact numbers, including emergency contact details have proved unfruitful, the Headmistress/ Deputy Headmistress should be alerted. Attempts to make contact should continue but after 7pm Social Services may be contacted and their advice sought by the Headmistress/ Deputy Headmistress.

If such a circumstance occurs on many more than one occasion, the Headmistress will meet the family, following which access to Abendschule may be withdrawn.

The 'Abendschule' Supervisor is responsible for ensuring that Rookwood House is left secure at the end of the day.

## **Preparatory School Before and After School Care**

The School is committed to offering quality out of hours school care, and supervision for children, both before and after school. Our service runs between the hours 07:30 – 08:15 and 17:30 - 18:30 each school day. The before and after school care is supervised by King's Staff and they are covered by the School policies.

### ***Before School Care:***

- Pupils should be signed into Breakfast Club the day before.
- Pupils should arrive for registration at the Preparatory School door by 07:30 by the member of Staff on duty.
- They are then taken to St Margaret's Dining Room to have breakfast and are brought back up to the Preparatory School Yard by 08:10 at which point supervision is undertaken by the member of Staff on duty in the yard.
- The before school register is returned to the School Office.
- All pupils line up in the Preparatory School Yard at 08:25.
- Normal registration takes place between 08:30 and 08:50.

### *After School Care:*

- Pupils should be signed into Supper Club by 13:00 on the day or before. The School Secretary will communicate any dietary requirements to the Kitchens.
- Pupils return from their after-school club or from Prep. Club and are registered by the member of staff supervising Supper Club in the Preparatory School Library.
- They are then escorted down to St Margaret's Dining Room for supper.
- At approximately 18:10, the pupils are brought back up to the Preparatory School yard to await their pickup.
- They are signed out of school by the member of staff supervising Supper Club.

### **Addendum during COVID 2020**

Due to COVID-19 measures and the need to 'bubble' the children and staff in Pre-Prep, Guten Morgen Schule & Abendschule have been moved to Chadlington House (in the Library/ Nursery) until further notice. Staff remain responsible for the children in their care and the security of the building on departure. Therefore, until further notice where this policy states 'Rookwood House' it should be read as Chadlington House (Library/Nursery).

In the Prep School, practice remains as stated within this policy.