Date: November 2025
Review: November 2027
Responsibility: DJR/DMF

DAME ALLAN'S SCHOOL POLICY RELATING TO AFTER SCHOOL CARE ARRANGEMENTS

After school arrangements at Dame Allan's Schools refer to pupils in school after the end of the school day.

Junior School

Pupils may stay in school until 5.45 p.m. Pupils in after school care will be given a snack and have access to a selection of interesting games and recreational activities under the close supervision of specially appointed staff. There is a flat-rate charge of £8.00 per session for after school care. Fees will be collected by means of an invoice from the Schools' bursary, sent half-termly in arrears.

All children must be booked into after school care, which can be pre-booked for regular attendance, or booked on a daily basis. Attendance is confirmed with pupils during morning registration. In an emergency, telephone bookings will be accepted on the day. Children must be collected by a responsible adult known to the Schools and named on the Arrangements for Collection of Pupils form. The latest time for collection from after school care is 5.45pm.

After school care for children in Years 1 to 6 is located in the Elliott Ward room and the children in Early Years are supervised in the Nursery.

If your child is in after school care and you wish to contact a supervisor the telephone numbers are:

- Nursery and Reception: 0191 224 6776
- Years 1 to 6: 0191 224 6775

Senior Schools

Pupils may stay in school at the end of the school day under the following circumstances:

1. Where they are involved in a staff run activity after school (for example, games training, music, drama or dance rehearsal). Under these circumstances, individual members of staff running the activities are responsible for the pupils in their care. Pupils involved in such activities may go into after school provision once their staff run activity is completed.

2. The library is available for quiet study between 3.45pm and 5.45pm. The library is supervised and all pupils will be required to sign in and out. Pupils in Years 10 and 11 staying after school must go to the library. If there is room, pupils in other year groups may choose to study there. On days when the library has to close or close earlier, all pupils will be required to go to the dining hall for after school care.

3. Where they are attending the after school care provision either in the dining hall or (weather permitting) outdoors on the playing fields when there is direct supervision by a member of staff. This provision is available between 3.45 and 5.45 p.m. daily. Each of these areas are supervised by staff.

Parents are required to give their permission for pupils to use the after school provision. The following pages detail practices and policies related to after school care provision and provide parental permission forms. They are designed to ensure the safety of all the children in our care.

Procedures and behaviour (Junior and Senior Schools)

The following procedures and code of conduct must be followed:

1. Signing in and out

At the senior schools, all pupils making use of after school provision must sign in at the start of the session and also be signed out at the end of the session. They must enter and leave the dining hall by the door at the Fowberry Crescent end of the buildings.

Pupils may sign themselves out if their parents/guardians have granted permission for them to do so. Where such permission has not been given, pupils may only be signed out by a parent or other responsible adult known to the Schools and nominated on the permission form.

At the Junior School, the person collecting the child must sign to indicate that they have left the provision.

2. Behaviour in after school provision

The following code of conduct is applicable to all pupils making use of the after school provision:
Pupils may not leave the Junior School provision or the Senior Schools' dining hall other than to leave the site to go home or when collected by their parents, unless there is an emergency evacuation when they should follow the Schools' evacuation procedures. For safety reasons, pupils are not allowed out of the school grounds whilst waiting to be collected.

In the dining hall at the Senior Schools:

- Pupils should follow any instructions given by the after school care supervisors promptly and politely.
- Pupils must sit on the benches provided.
- The use of mobile phones is discouraged and they may only be used for short calls such as messages to and from parents.
- All litter must be placed in the bins
- Pupils should ensure that they do not leave their belongings in the dining hall after they have left in the evening.

A number of games and activities are available for pupils in after school provision.

3. Collection of pupils

Parents must ensure that pupils who are not permitted to sign themselves out of the provision are collected by 5.45 p.m.
If pupils are not collected by 5.45 p.m, the procedures set out in the Schools' Missing or Uncollected Child Policy (see Appendix 1 below) will be followed.

Communication with staff supervising after school provision is by phone. The numbers are as follows:

- Senior Schools: 0191 916 9534
- Nursery and Reception: 0191 224 6776
- Years 1 to 6: 0191 224 6775

If any child is not collected twice in the course of a half-term by 5.45 p.m., the Schools will inform the parents/guardians that the after school service is likely to be withdrawn following any further infringement.
The lead after school care supervisor will inform the Vice Principal (Pastoral) or the Head of the Junior School, as applicable, of the name of any pupil falling into this category so that a letter can be sent home.
The Schools reserve the right to withdraw the after school care facility from any parent/guardian who persistently fails to collect their child(ren) and may also need to contact Social Services in such circumstances. If any parent/guardian is aware of problems

they face which may lead to non-collection, it is their duty to inform the school at the earliest opportunity and alert the school to a possible problem.

4. Lost pupils

Should any child become lost during the course of after school provision, has not been signed out of school and is not involved in a co-curricular activity, the procedures set out in the Schools' Missing or Uncollected Child Policy will be followed.