



PINEWOOD

Est. 1875

LADYBIRDS (AFTER SCHOOL CARE) **POLICY AND INFORMATION**

Ladybirds is an optional extension of the school day for pupils of Pre-Prep or the EYFS.

Venue

The multipurpose room in the Pre-Prep is solely used for Ladybirds from 3.15pm. Pre-Prep classrooms, the outside play area and top field is also used under supervision. Activities are planned to meet the welfare needs of the Early Years Foundation Stage. Early Years staff/pupil ratios are always met.

Staffing

Ladybirds is run by a Supervisor with the help of assistants. In the Supervisor's absence the Deputy Head of Pre-Prep will provide staff cover. This will include members of the Pre-Prep staff. All staff working in Ladybirds will have a current DBS check. Staff have all read the **Keeping Children Safe in Education (KCSiE)** Sept 2018 and have 3 yearly Safeguarding training. Staff awaiting a check will not be left alone with children. A member of Pre-Prep or Prep school staff, other than the Ladybird staff, will remain in the school until all the children have gone home. The Ladybirds Supervisor and assistants hold a relevant paediatric first aid certificate. The Ladybirds Supervisor is responsible for the registers and details and abides by the **General Data Protection Regulations (GDPR) (May 18)**

Numbers

Numbers of children attending Ladybirds is limited to staffing ratios.

Attendance

- Ladybirds is open to all children from Nursery to Year 2
- Children in the Early Years Foundation Stage may only attend on a regular basis after discussion with the Ladybirds Supervisor and Head of Pre-Prep
- There will be a limited amount of places for EYFS children at any session. Staff/child ratios are always met.
- All Ladybirds staff supervising EYFS children are qualified.
- An EYFS child's suitability will be judged on their maturity, independence and ability to mix with children up to the age of 7 years
- Consideration must be given to the well being of all the children in Ladybirds and the Supervisor or assistants cannot attend to just a small number of very young children.
- The Head of Pre-Prep and the Ladybird Supervisor have the right to withdraw a place or ask that a child be collected earlier if they are not coping with the longer day.
- Priority will be given to children of Pinewood staff, children who have siblings in the Prep school and children with working parents

Behaviour, illness, emergencies and all relevant policies and strategies

Ladybirds adheres to all the relevant Pre-Prep and EYFS and Prep school policies. This includes fire, health and safety and collection of children policies. Parents must inform the class teacher in writing if

someone different will be collecting their child. The class teacher will inform the Supervisor. In the event of any changes after 3.00pm the parent must contact the school by telephone. Policies are available for parents to read.

Parents' Evening and Ladybirds

A drop-in service will be available on parents' evenings. Parents may leave their children at Ladybirds for the duration of the interview with their child's teacher. This service is for Pre-Prep and EYFS children only. There is no need to book in advance for this service. There is no charge for this session.

Clubs

Children who attend Pre-Prep clubs are not automatically registered for Ladybirds. If a place is required this must be booked in advance. (see booking information).

Times, structure and charge for sessions

1) Session times

Option one 3.15 – 4.10 cost - £ 6.20 per session includes drink and biscuit

Option two 3.15 – 5.10 cost - £ 11.90 per session includes the above and a light tea

Repeated late pick ups will incur a £5 charge

Charges are set by the Governing body and the Bursar and will be added to the termly school fees bill.

2) Places must be booked for the Autumn Term by the end of the Summer holidays. By booking a place for your child you are committing to their taking a place for a minimum of half a term, and will be charged accordingly. If during the course of the half term you no longer require the regular place and it is possible to fill it from our waiting list you will only be charged for what you have used.

3) You will be contacted towards the end of each term to reconfirm your requirements for the following term.

4) There is an option for up to 3 adhoc requests per term for places in Ladybirds. The Ladybird supervisor will not be available to take bookings in the mornings.

5) There is no Ladybirds on the last day of the Autumn and Spring terms or if for any reason a school day ends earlier than normal.

6) There is no Ladybirds on Sport's Day.

Please note, in cases of emergencies your child will ALWAYS be cared for by a member of staff.

Picking up children from Ladybirds

- Parents collect children from the main Pre-Prep door at the allotted time (**4.10 or 5.10 p.m.** or in between if agreed with the Supervisor)
- All children must be 'signed out' by the collecting adult
- Parents are contacted by the Supervisor or Deputy by phone if children are not collected at the agreed time
- Parents are required to contact Ladybirds if they are going to be late picking up. Continual lateness may result in a penalty charge.
- Teachers inform the Supervisor if the child is to be picked up by another person (parents inform teacher in writing)

- In the event of a child being left temporarily at Ladybirds after 5.10 p.m and no message has been received, the Supervisor will wait with the child for a short time before taking the child across to the main school where the child will be left in the care of the Headmaster or senior staff or the matron.
- Children who are on the minibus at 4.30pm will be collected by the bus driver or taken to the minibus by a member of Ladybird staff and signed out by the bus driver. The second session charge for Ladybirds would not be applied to minibus children at 4.30pm.

Lost child

- Pinewood Pre-Prep, Nursery and Ladybirds After School Care operate a locked door policy.
- Children are not allowed to open any outside doors even if asked to by a familiar adult on the outside of the door.
- In the unlikely event that a child goes missing, the Supervisor informs the other staff working in Ladybirds, the Head of the Pre-Prep and all teaching staff still in the building.
- The Headmaster is contacted by phone and he then takes responsibility for organising a search party.
- The Headmaster will make the decision about who else needs to be contacted

Reviewed October 2018
Reviewed by Vanessa Buckley, Deputy Head of Pre-Prep
Next Review Date: October 2019