



# OXFORD HIGH PREP & PRE-PREP SCHOOL

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**G D S T**  
GIRLS' DAY SCHOOL TRUST

## Extended Hours Care 2022



## **After School Care (ASC)**

**3.45pm—5.45pm**

ASC takes place in the Hall on the Bardwell Road site.

Girls can relax after school by playing inside or out with a range of activities.

They can do their homework in a quiet space.

Tea is served at 4pm.

Girls can be collected at any time during the hours the club runs.

### **Reception, Year 1 & 2 pupils**

Girls who have signed up for ASC will be escorted to the session from Woodstock Road to Bardwell Road by bus. Any remaining girls will also join the bus and will be charged the walk-in ASC rate.

There is an option for girls with siblings at the Prep school to be escorted and picked up from Bardwell Road.

### **Year 3 —Year 6 pupils**

Girls already at Bardwell Road site will be escorted to the session in the Dining Hall by a member of staff.

**Please note there is no**  
**After School Care**  
**on the last day of each term**

**Extended Hours Care Direct Line: 07880 683980**

**Late collection will incur a £20 charge**

## **Introduction**

After School Care (ASC) provides high quality care for the Oxford High Prep and Pre-Prep School girls only. Our aim is to provide a happy, safe, warm, and stimulating environment for all the girls to play, learn and develop freely. It is run by staff from the school and led by Mrs Rakhee Koria.

ASC is run by the school and they use all the school's relevant policies and procedures. Those contained in this document are additions or highlights needed to keep girls and staff safe and happy whilst at ASC. Please take time to read this document.

Fees are charged per child per session and paid through Parent Pay.

<b>Session</b>	<b>Advance Booking</b>	<b>Walk-in Rate</b>
3.45pm – 5.45pm	£8.75	£12.75

Booking must be via ParentPay and can be made up to midnight the day before the session is due to take place. These will qualify for the pre-booked rate. We appreciate that some parents may need after school care at very short notice. Should such a need arise, your daughter will be accepted without a booking and will be charged the walk-in rate. This charge must be settled within five working days.

Payment will need to be made at the time of booking to secure the place. Bookings made without sufficient funds will be automatically cancelled and attendance charged at walk-in rate.

## **Arrival**

A minimum of two members of staff are always present at ASC and all the girls are handed directly to ASC staff. On arrival girls are greeted and staff record the girls' attendance in the daily register straight-away. The ASC Manager will ensure that an accurate record is kept of all the girls in ASC and that any arrivals and departures are recorded in the register. The register is always kept in an accessible location on the premises. In addition, we conduct regular headcounts during the session.

If the pupil booked into the ASC does not turn up, the ASC staff will liaise with the class teacher/school office to determine any reason why she has not been accounted for.

All girls attending after school extra-curricular clubs, who stays in ASC prior to the commencement of the activity will be charged at ASC rate. The same applies for girls who are brought to ASC after their activity/club has concluded. They will be brought to ASC by the activity staff after a reasonable period of time. The pupil will be added to the ASC register and usual ASC charges will apply.

## Departure

If a pupil is booked into ASC parents/guardians are expected to collect their daughter directly from a member of the ASC staff.

Parents/guardians collect girls from the school by using the buzzer at the school gym entrance. A member of staff will escort the girls to the door. Parents/guardians are required to sign out each girl on the daily register along with a time of collection.

Staff will not release girls to anyone who is not a parent/guardian of the girl. Parents/guardians must inform us if somebody different is picking up their child by phoning the ASC phone on 07880 683980 or emailing the school office (prep@oxf.gdst.net).

If girls are not collected by the deadline of 5.45pm parents will be contacted. If unsuccessful, the emergency contacts will be contacted. All rules and charges also apply to girls who are not picked up from their extra-curricular activity on time.

**ASC closes at 5:45pm; if a parent/guardian is late to collect their daughter, a charge of £20 will be imposed. There is no facility for an extension of this time. This charge is to encourage timely pickup and should not be seen as a charge permitting late collection.**

## Snacks

A snack is available for all the girls on a rolling snack basis so girls can choose what to eat. Healthy eating guidelines are followed and include wraps, sandwiches with cheese or meat, vegetables, fruit and yoghurt. Food and drink are safely prepared with regards to dietary, religious and cultural requirements of the girls in our care. Information regarding food allergies is available to staff who are preparing the girls' food. All staff handling and preparing food have received appropriate training and completed Food & Hygiene Training to an appropriate level.

Snack is also available to girls who arrive later (after attending an extracurricular club).

Due to allergies girls are only allowed to eat food provided by ASC.

## Activities and Provision

The programme of our activities and the atmosphere of ASC aims to encourage confidence, independence, and enjoyment. The activities are carefully planned to allow girls to build on their natural curiosity, advance their thinking, use their imagination and develop positive relationships.

We have a weekly topic, for which appropriate activities are available to the girls. We have a selection of books suitable for all age ranges. We keep an inventory of resources and

equipment which is updated regularly and reviewed to identify where any additional resources are required. There is also the opportunity for free choice from a wide range of activities and resources. These activities are:

- Art and craft
- Board & Card Games (eg Snakes & Ladders, Twister, Operation, Qwirkle, Uno, Scrabble)
- Puzzles
- Lego/Construction (eg Lego, Duplo, K'Nex)
- Role play (eg dressing up clothes)
- Small World (eg cars, dinosaurs)
- Sports equipment (eg skipping ropes, giant Connect4, bean bags, hula hoops)
- Quiet area for homework and reading

Girls can go outside if the weather permits once everyone is registered and the playground has cleared. Girls can freely play outside, taking advantage of the school facilities including adventure play area, skipping ropes and sports equipment.

### **Behaviour Management**

Whilst attending ASC the girls are expected to follow the school ethos and rules. However, we acknowledge that some girls may require additional support to achieve acceptable levels of behaviour. Unacceptable behaviour, whether it is emotional, physical, verbal or psychological, will be quickly identified and dealt with positively. The ASC will not tolerate bullying, biting, hitting, fighting, spitting, swearing by anyone. Where a girl persistently behaves inappropriately and is causing disruption to the running of ASC, we will implement the following procedure:

<b>Unacceptable Behaviour</b>	<b>Disciplinary Consequence</b>
1 <sup>st</sup> Offence	Reminder of behaviour expectations
2 <sup>nd</sup> Offence	If bad behaviour continues, reminder of consequences
3 <sup>rd</sup> Offence	If bad behaviour persists, 10 mins time out and class teacher and parents notified

If the disruptive behaviour continues, and the pupil is receiving multiple warnings, parents will be asked to attend a meeting with the ASC Manager to discuss next steps. Further consequences could, in some cases, lead to suspension from ASC.

### **Hygiene and Safety**

We are committed to making ASC a safe and a healthy place for the girls, parents, staff and volunteers to enable girls to thrive in a healthy and safe environment. The ASC premises have a high standard of hygiene including regular hand washing and drying facilities. All tables/benches are cleaned after each activity.

All girls are always supervised in the premises. Staff are encouraged to store away their personal mobile phones whilst on duty. Staff are not allowed to take photos of any girls that come to ASC, unless permission has been given by the parent/guardian to allow photos of activities within the premises.

All staff are aware of the systems in place in operation for the girl's arrival and departure. A member of staff will be there when girls are signed out by the parent/guardian.

Girls are not allowed to leave the premises without permission and the doors are manned at all times.

Accidents and incidents are logged to record any occurrences during the session. Action is taken to rectify any problems or issues.

### **Illness, Incidents and First Aid**

The school's policy on first aid and administration of medication applies at all times. It is acknowledged that accidents will happen despite the supervision from fully trained staff, so a first aid trained member of staff will always be present at all sessions whilst the ASC is open.

All accidents and incidents are reported and documented in an incident book on the same day the event took place and is stored in the school office.

If a girl becomes ill during a session, the first aider will decide on the appropriate action to be taken. The parent will be asked to come and collect the girl as soon as possible. The girl will be kept comfortable and will be closely monitored while awaiting collection.

If a girl suffers a minor injury, first aid will be administered, and the girl will be monitored for the remainder of the session. If necessary, the girl's parents will be asked to collect her as soon as possible. Staff will inform the parent/guardian of the girl concerned at the end of the session in which the accident or incident took place.

In the event that a girl becomes seriously ill or suffers a major injury, the first aider will carry out appropriate action. SLT and parents will be notified immediately.

### **Health and Safety Policies**

ASC is an extension of the school, so all school policies apply to the running of ASC. All staff follow the school Health & Safety, E-Safety, Safeguarding Policies to ensure safety of girls.

The procedure to follow in the event of a fire or evacuation are detailed in the Fire Procedures folder for ASC.

### **Staff Qualifications and Safety Checks**

The ASC Manager and all staff (including students and volunteers) are suitably qualified and have undergone full checks through the Disclosure & Barring Service (DBS) and Safeguarding Training. All ASC staff are provided with a copy of ASC Policies and Procedures Document in order to make themselves familiar with the ASC rules.