



After School Care Policy

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1. Purpose and Aims

To align with the Founding Principals values, the School offer additional hours of care from the statutory age of education. Hampstead Hill School will make every reasonable effort to support parents and pupils.

The purpose of this policy is to outline the provision of after School clubs available for KS1 and Reception pupils. Once the School day, and after School clubs have ended, pupils may remain in the care of the School until 5:30 pm. Parents must notify the School in advance, in writing, if they would like this accommodation.

2. Location and Supervision

Pupils will attend after school care in the Lower School supervised by qualified members of Staff. The time pupils leave will be documented on their Daily Attendance Record by the member of Staff supervising them. See the Departure and Late Collection Policy for the procedure on pupils who are not collected by 5:30.

The member of Staff supervising after School care will check children on their register to ensure they are present. Any pupil's red medical bags should accompany them to after school care. At least one member of Staff will be first aid trained and able to administer medication if needed.

For after school care we will follow a staff/pupil ratio of 1:15.

3. Activities

While in after school care, until 4:30, pupils may do their homework or read. During care from 4:30-5:30, pupils can choose to participate in various activities such as reading, colouring or crafts in a classroom. Pupils will not complete weekend homework during after school care on a Friday.

Pupils receive a snack prior to the end of the School day.

4. Safeguarding and Health & Safety

Staff are trained in Child Protection and Safeguarding procedures and follow these by handling concerns and allegations discreetly and sensitively and will pass information to the safeguarding team. The supervising staff HHS already work closely with the pupils, know them and are therefore in a position to notice changes.

Pupils are secure and safe on the premises and they are not able to leave them unsupervised. Pupils are supervised at all times, the definition of supervision being within sight or hearing of a member of staff. Procedures are in place for emergency evacuation in the event of a fire and fire drills are carried out regularly. Access to the premises is controlled and visitors must sign in.

The after School care program is an extension of Hampstead Hill School and will therefore be subject to the same first aid, emergency, safeguarding and Staff code of conduct procedures.

5. Behaviour

The pupils are expected to maintain the same level of behaviour as required during the statutory School day. See the Behaviour Policy for more information. Staff are expected to maintain the same level of professional conduct and responsibility as set out in the Staff Code of Conduct.

6. Links with Other Policies and Documents


- Staff Code of Conduct

Hampstead Hill School



Respect. Kindness. Community. Curiosity. Conservation.

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Health & Safety Policy
- First Aid Policy

Last Review	January 2024
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