

Nursery & Infants Pupil Supervision and After School Care Policy



ST JOHN'S COLLEGE
Cardiff

St John's College, Cardiff

NURSERY & INFANTS PUPIL SUPERVISION AND AFTER SCHOOL CARE POLICY

This policy applies to the following section/s of the School:

Infant School & Nursery.

Version: September 2023

Pupil Supervision

In the Nursery and Infant School, the safety of the children is paramount and the children are supervised, both inside and outside of the building. The staff are able to keep the children under close observation at all times. The security gate prevents children from leaving the playground if they are crossing to the toilet. When the gate is open for arrival and collection the children are closely monitored.

Before school:

We offer a flexible drop off time for all Nursery and Infant pupils between 8:00am and 8:40am. During this time, Nursery children will have free play in their classrooms and Infant pupils will be supervised on the playground by members of the Infant staff. If it is wet weather, the pupils will be supervised in their classrooms by their Form staff.

Playtimes:

At morning play and lunch times, the children are supervised outside by two playground supervisors who also assist when the children are eating lunch.

During afternoon play, there is a staff rota to support one playground supervisor so there are always two members of staff on duty.

Nursery outside lunchtime play is supervised by two members of Nursery staff

End of the Day:

School finishes for Nursery and Infant pupils at 3:40pm. The gates to The Mews playground will be open from 3:30pm and parents/carers are welcome to wait in the playground until the classes are dismissed.

Pupils will only be released to a parent or known carer. Parents are reminded that if the pick up arrangements for their child changes, they ensure that their Form Tutor is made aware through an email, phone call or message. A message may also be left with School Admin. We are unable to let a pupil leave with an unknown adult if we have not had any notification.

At 4:00pm, pupils will be taken to After School Club and registered.

Pupils who are attending a co-curricular club will be taken to their activity and, unless informed otherwise, may be collected from the Mews gate. Any pupils not collected will be taken to After School Club.

After School Club:

After School Club is provided for all pupils in the Nursery and Infant Department and there are always two members of staff on duty. It is a paid for provision which runs from 4:00 pm until 6:00 pm and takes place in The Mews. Pupils are able to play games inside and out, enjoy creative activities and are provided with a light snack and drink. All Nursery and Infant school policies apply to the After School Club.

Pupils may attend After School Club on a regular or intermittent basis. If parents are delayed or unexpectedly need their child to attend, they are asked to email admin or their child's Form Tutor and a message will be passed on.

Collection from After School Club is made via the secured gate entry system. Parents are asked to ring the bell to allow staff to see and hear who they are coming to collect through the video intercom system. The staff will then give parents access through the main gate and bring their child out to the playground gate for collection.

Occasionally, After School Club will be moved to a different location due to Parents' Evening or other activities. Parents will be informed in advance of this via the weekly update and on the notice board.

Relocation is often to the Junior School ground floor classroom with a phone and access to the downstairs toilets. Parents will be asked to go to the Main Reception and admin will then phone for the child to be brought over. A third member of staff will be employed in these situations to ensure there is adequate supervision whilst one member of staff walks the child to the Main Reception.

Costs for Nursery and Infant After School Club (2023-2024) are as below:

Collected before 4:45 pm	£6:00 per session
Collected between 4:45 pm and 6:00pm	£8:00 per session
Late collection Charge	Session fee + £10:00 if collected between 6:00 pm and 6:15 pm £10:00 per every additional 15 minutes