

Nursery & Infants Pupil Supervision and After School Care Policy



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:
Nursery and Infant School

Version: September 2025

Pupil Supervision

In the Nursery and Infant School, the safety of the children is paramount, and pupils are supervised both inside and outside of the building. The security gate prevents pupils from leaving the playground if they are crossing to the toilet and when the security 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 a classroom by 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. Nursery outside lunchtime play is supervised by a lunchtime supervisor and a member of Nursery staff. During afternoon play, there is a staff rota to ensure there are two members of staff on duty.

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 collection 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. It is a paid for provision which runs from 4:00pm until 6:00pm and takes place in The Mews and Dining Room. Pupils can 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 time dependent. For pick-ups before 17:00, parents may enter 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. Between 17:00 and 18:00, N&I children move to the Dining Room and parents can pick up via the main glass reception where admin will phone the Dining Room and the child will be escorted over.

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.

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 may be found on the school website:

<https://www.stjohnscollegecardiff.com/beyond-the-classroom/wraparound-care>