



Before and After School Care Policy

This policy applies to:

The Prep School (including EYFS)

Person responsible for the Policy:

Head of Prep

Last review July 2026

Next review July 2027

Introduction

Before and after school care is available for all pupils of Ardingly Prep School.

Breakfast Club is available from 0715 and must be pre-booked via the Parent Portal by 3pm the day before for children in Reception to Year 6. Owing to the specific nature of staffing requirements for appropriate supervision and wellbeing of children in the Farmhouse Nursery, Nursery Breakfast Club bookings must be made in termly blocks.

At the heart of our before and after school care provision is a strong pastoral ethos where every child is valued, included, and supported to thrive. Children are consistently encouraged to demonstrate high standards of behaviour through positive praise and in line with the school's behaviour policy, fostering a respectful and nurturing environment. Diversity is celebrated, and individual needs are carefully met, ensuring that all children feel seen and supported.

Staff play a vital role in this provision; they are appropriately qualified, experienced, and familiar to the children, helping to build trusting and meaningful relationships. They work closely with parents to ensure a joined-up approach to each child's well-being and development. Time, space, and resources are used purposefully and effectively to create a safe, welcoming, and stimulating environment where children can flourish.

Farmhouse After School Clubs, After School Care – 'Night Owls', and Tea

Details about our wide ranging after school club programme can be found on the Parent Portal. Club options are published before the end of the previous term to help pupils and parents make informed choices. Bookings close in the final few days of the preceding term.

Reception to Year 2 clubs begin at 1545 when both After School Clubs and Night Owls programmes begin (this allows for changing to sports/ club clothes and snack for those staying for clubs) Reception to Year 2 clubs end at 1630, at which time children are signed out to their parents, unless staying for tea.

Night Owls (after-school care) is offered from 1530 – 1800 Monday to Friday and includes a club (excluding ballet) and tea. Year 3 clubs begin at 1640 and finish at 1730. Children can be collected at 1730 or they can remain at school for tea until 1800. Tea, which takes place in the Atrium, is available from Monday to Friday in the Farmhouse.

School House Clubs, Supervised Study and Tea

Details about our wide-ranging club programme can be found on the Parent Portal. Club options are published before the beginning of term to help pupils and parents make informed choices. After school clubs begin at 1640 and run until 1730. Children can be signed out to parents on the Bricks from their club leader.

Supervised study from Monday to Thursday, runs from 1630 to 1730 in SH6, the classroom nearest to the Prep Office. Children can be collected from Supervised Study by knocking on the classroom window, unless staying for tea.

Tea, which takes place in the Dining Hall until 1830, is available from Monday to Thursday and requires no additional booking.

Commented [GS1]: Removed reference to (formerly waiting) as it has been in place for a year now.

On a Friday only, children wait for collection in the Prep Drama Studio. Please come to the doorway to collect your child and make sure they sign out with supervising staff. Latest collection on a Friday is at 1800.

After School Care in the Farmhouse within the Early Years Foundation Stage as well as Years 1 to 3

Staffing and Ratios

- Ardingly's before and after school care sessions operate within normal school day ratios which are age-related and take into account all EYFS requirements: for children aged two; one member of staff for every five children. For children aged three and over; one member of staff for every eight children. Additionally, within the EYFS ratios, there will be at least 1 Early Years Level 3 Qualified member of staff as well as staff holding a paediatric first aid qualification.
- Supervision of children in R to Year 6 will include 1 member of staff in breakfast club, two members of staff in the Farmhouse during after school care and 1 member of staff in School House tea with Gap Assistant support.
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/974907/EYFS_framework_-_March_2021.pdf

Commented [GS2]: Removed references to learning in the EYFS as irrelevant to ASC policy / process.

Commented [GS3]: Ratios updated: 1 adult to every 5 children for over 2yrs.

Commented [GS4]: Update to reflect breakfast club one member of staff only. 2 in FH ASC and 1 in SH Tea.

Safeguarding and Welfare of the children:

- All staff caring for children in the after school care (ASC) are employed by the College. They have the appropriate qualifications, experience and expertise and are fully cognisant with the College *Safeguarding and Child Protection Policy*.
- All staff working with children have enhanced DBS (Disclosure and Barring Service).
- All ASC staff have access to First Aiders and our Medical Centre. First Aid kits are located around the Farmhouse site and in Matron's office.
- The Prep School *Behaviour and Conduct Policy* is followed.
- All staff follow guidance as set out in Staff Code of Conduct.

Commented [GS5]: Updated to add SH site medical kit too.

Commented [GS6]: Reference to 'corporal punishment is never used' removed as outdated and far removed from behaviour and conduct policy.

Commented [GS7]: Removed rule that prevents staff from looking after children under the influence of alcohol / drugs. Referenced Staff Code of Conduct as catch-all.

Safeguarding

- Children attending clubs/activities are signed out of class by the Form Teacher and each club has its own register. On arrival to after school care after their club, children are signed in by the after school care staff.
- Staff sign out the children at the time of collection.
- Each child has a unique password which will be used by staff if they are collected by anyone other than their parents or legal guardian or if the member of staff is unfamiliar with the parent collecting them.
- Parents will be contacted immediately if the correct password cannot be given and the child will not be released into the adult's care until their identity can be confirmed by the parents or legal guardian.
- All children are listed in the after school club register. This information is provided by the Prep Office. The child's name is recorded on the day the session(s) is attended.
- Telephone numbers for contacting parents are available on ISAMS and in files in the school office.
- Children are supervised in a clean and well-maintained environment.
- Children use safe and suitable toys and resources for the children's interest and leisure.

- Children needing to be changed into clean clothing due to a toilet accident should be monitored by 2 members of staff. Please refer to our *Intimate Care Policy* for more information.
- Children are protected from infection and are cared for if they have an accident or become ill. Extended support is available at the Health Centre.

Procedures for dealing with complaints

- Ardingly College welcomes suggestions and comments from parents and takes seriously complaints that may arise. We have a comprehensive complaints policy which is available directly from the school or can be accessed from the College website.
- For Early Years Foundation Stage, parents may complain to ISI and to Ofsted. The relevant telephone numbers/websites may be found in the Parents' Handbook.

Routines

- All children who stay for after school Club are met in the selected venue (The Nursery or the Atrium depending on their age) by the staff that are on duty during the first session.
- The children play with the toys and resources that have been put out or requested.
- In the second session the children go to the toilet, wash their hands and prepare for their tea.
- Tea consists of a hot meal with a varied weekly menu.
- The children sit at a table and are expected to have good table manners at all times. Our members of staff sit with them.
- After eating, the children continue to play and enjoy a variety of activities until such time as their parents collect them.
- Children are collected by parents and the marked off the ASC register.
- The children are provided with a healthy and nutritious snack tea, where individual dietary needs are met.

This policy should be read in conjunction with the following additional College policies and Guidance:

- Behaviour and Conduct Policy Prep School
- Intimate Care Policy
- Parent Handbook
- Safeguarding and Child Protection Policy
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/974907/EYFS_framework_-_March_2021.pdf