

# Gad's Hill School

## Out of Hours Policy

POLICY UPDATED: **February 2023**

NEXT POLICY REVIEW: **As required**

STAFF RESPONSIBLE: **PS**

## 1 MODES OF PROVISION AND GENERAL PRINCIPLES

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There are seven modes of provision of supervised school activity in which a pupil of the school may participate:

- The School Day
- Enrichment Clubs
- Detention
- Wraparound Care
- Activities, Events, Fixtures and Trips
- School Bus Service
- Holiday Club

If a pupil is participating in one of these modes of provision, then responsibility for their supervision rests with the School.

Outside of these modes of provision and their published operating hours, responsibility for the pupil's supervision rests with parents<sup>1</sup>.

## 2 THE SCHOOL DAY

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### 2.1 BEFORE SCHOOL OPERATING HOURS

The grounds and car park are open from 7.45am each school day.

Although some staff will be on site prior to the start of the school day (8.30am), they will be engaged in activities to prepare for the day. Staff are not available to supervise children prior to the start of the school day – with the exception of the official Wraparound Care provision or a pre-arranged activity (e.g., meetings, assembly rehearsals, music lessons, interventions). Pupils who are not

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<sup>1</sup> **Parents:** The person(s) (parent, guardian, ward etc) with legal parental responsibility for the pupil

attending Wraparound Care provision or other pre-arranged activity must not enter school buildings until 8.30am.

Pupils or parents who enter the school site prior to the start of the school day, and not for any pre-arranged activity or wraparound care, do so at their own risk and the school does not accept responsibility for them until the commencement of the school day at 8.30am. Lower School pupils must not be on site before 8.30am without an adult accompanying them.

From the published start time the school accepts responsibility for pupils who are registered as present. The school does not accept responsibility for pupils who are registered as absent or are late, until they have signed in as required at reception (see 2.4).

## 2.2 OPERATING HOURS

### 2.2.1 Upper School

Upper School pupils may enter their form room from 8.30am to 8.40am. The School is responsible for a child's supervision once they enter the form room. Registration will take place at 8.40am.

The school day finishes at 4pm and Upper School pupils are the School's responsibility until the later of 4pm or the time at which they are released from their last lesson.

### 2.2.2 Lower School (Juniors)

Lower School pupils in J3 to Lower Shell may enter their form room from 8.30am to 8.40am. The School is responsible for a child's supervision once they enter the form room. Registration will take place at 8.40am.

The school day finishes at 4pm. At this time, pupils in J3 to J5 are released by their form tutor to a parent or nominated person. If a parent or nominated person is not present to collect the pupil, then the pupil will be escorted to Homework Club.

Lower School (Junior) pupils using the school bus service to travel home will be taken by their class teacher or assistant to Reception from where they will be directed to the minibus at the appropriate time.

A pupil is no longer the responsibility of the School once they have been released in one of these ways.

If a Lower School pupil is to be collected by any other person then their parents must notify the School of this arrangement.

### 2.2.3 Lower School (KR – K2)

Lower School pupils in KR to K2 may enter their form room from 8.30am to 8.40am. The School is responsible for a pupil's supervision once they enter the form room. Registration will take place at 8.40am. Pupils in KR should be brought to their form room's entry gate by a parent or other nominated adult.

The school day finishes at 3.20pm. At this time, pupils in KR to K2 are released by their form tutor to a parent or nominated person. If a parent or nominated person is not present to collect the pupil, then the pupil will be escorted to Wraparound Care.

If a Lower School pupil is to be collected by any other person then their parents must notify the School of this arrangement.

#### **2.2.4 KN**

There are two sessions in the Nursery each day. Pupils attend one or both of these sessions.

The morning session commences at 8.30am and the School takes responsibility for KN pupils once they enter the Nursery gates. Pupils in KN should be brought to the Nursery by a parent or other nominated adult.

The morning session ends at 11.30am at which time pupils who are not staying for lunch must be collected from the Nursery by a parent or other nominated adult. If a nominated adult is collecting the pupil for the first time, parents must provide a password to the School in advance, which will be used to verify the identity of the adult when the child is collected.

If KN pupils in a morning session are staying in school for lunch but not for the afternoon session, they should be collected from the main reception at 12pm by a parent or other nominated adult.

The afternoon session commences at 12.10pm and the School takes responsibility for KN pupils attending school only for an afternoon session once they enter the Nursery gates. Pupils in KN should be brought to the Nursery by a parent or other nominated adult.

The afternoon session ends at 3.10pm at which time pupils must be collected from the Nursery by a parent or other nominated adult. Nursery pupils not collected by 3.15pm will be escorted to After-School Care (a chargeable service).

### **2.3 LATE ATTENDANCE**

Pupils who arrive late to school (after 8.40am) must first report to the main reception to be signed in to school before going to their form room or class.

### **2.4 MEDICAL, DENTAL AND OTHER APPOINTMENTS**

Any pupil who needs to leave school during the day to attend a medical, dental or other approved appointment must be signed out and collected from main reception.

Pupils in the Upper School may be permitted to await collection in the car park but only after they have signed out from main reception.

If pupils return to school after their appointment, they must immediately attend the main reception where they will be signed back in to school before they return to class or other activity.

### **2.5 ILL HEALTH & REQUIRED COLLECTION**

If, in the opinion of the School Nurse, cover first-aider, or member of Senior Leadership Team, a child is too unwell to remain in school, then parents (or emergency contacts) will be contacted and required to collect their child from school as soon as possible.

In such cases, care will be provided until a parent (or nominated adult) is able to collect the child. The parent should report to the main reception to sign out the child. Once the child has been signed out, they become the parents' responsibility.

The School's Medical Treatments and First Aid Policy sets out further detail and is available on the school website.

## 2.6 AFTER SCHOOL OPERATING HOURS

The School accepts no liability for pupils (or anyone else) outside the hours and arrangements of one of our modes of provision. Pupils must not play on jungle gym equipment outside of our supervised modes of provision. Pupils in the Upper School who are awaiting collection must wait in the car park.

Once Lower School pupils have been released to a parent or other nominated person, Upper School pupils have been released, they become parents' responsibility, whether they are on- or off-site.

If a pupil in KN to K2 is not collected by a parent or nominated person at the end of the school day, and there is no arrangement in place for them to attend other school provision, they will be taken to Wraparound Care where they will be supervised until their parent's arrival. This is a chargeable service (see website for details of costs).

If a pupil in Juniors is not collected by a parent or nominated person at the end of the school day, and there is no arrangement in place for them to attend other school provision, they will be taken to Homework Club and supervised until they are collected by a parent or nominated person. If they are not collected by the end of Homework Club, then they will be taken to Wraparound Care. This is a chargeable service (see website for details of costs).

A pupil will not be released to any other person unless notified in advance or at the time by the pupil's parents.

At 6pm, staff supervising Wraparound Care will make reasonable efforts to contact a pupil's parents and emergency contacts. If staff are unable to contact a parent, then they will report to a Designated Safeguarding Lead. If there is no contact with parents 30 minutes after the scheduled end of Wraparound Care provision, then the local authority Children's Services team will be contacted to arrange alternative care for the child.

## 2.7 CONTACTING SCHOOL OUTSIDE OPERATING HOURS

The school office is staffed from 8am to 5pm, Monday to Friday. Outside of these hours telephone calls are routed either to voicemail (option #1) or to the duty manager (option #2) via their mobile phone. The duty manager is a member of the Senior Leadership Team on-call to provide advice or assistance. Option #3 connects to Wraparound Care and should be used by parents wanting to notify staff of late collection from that service after 5pm. For non-urgent matters or to report an absence, parents should leave a voicemail message that will be responded to during working hours. If, however, you are concerned about your child's location after school please do press #2 to reach the duty manager.

There is also an email address ([help@gadshillschool.org](mailto:help@gadshillschool.org)) which is monitored by members of the School's safeguarding leadership.

### 3 ENRICHMENT CLUBS

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All pupils in the school have the opportunity to attend a varied programme of enrichment clubs after the school day. Details of this provision for the current term are available on the school website.

Most enrichment clubs in the Lower School carry a small termly charge and need to be booked through the school office at the beginning of term. Some clubs only have capacity for limited numbers of pupils. Junior Homework Club is always free of charge.

Most enrichment clubs in the Upper School, including Upper School Homework Club, are free, although some occasionally carry a small charge to pay for resources used. Pupils are asked to sign up for these via a Microsoft Form on Teams prior to the start of term, to help with planning and preparation of registers.

Pupils must attend these enrichment clubs promptly. Upper School pupils, for example, must not go to the Friends Café first. Upper School buildings automatically lock to use of the entry code at 4.15pm at which point pupils will not be able to attend the club.

Enrichment clubs have a published end time, at which point Upper School pupils will be released and Lower School pupils will be released to a parent or nominated person from an arranged exit gate. At this point, pupils become parents' responsibility. If a Lower School pupil is not collected by a parent or nominated person, they will be taken to Wraparound Care. Wraparound Care is a chargeable service.

Parents can collect children early from any enrichment club. In fact, using Homework Club for a brief period of time can be an effective way to avoid congestion in the car park. To collect a child early from an enrichment club, a parent must come to main reception and request early release from the club. Pupils can then be signed out of the club properly and released to parents' responsibility. Parents should not try to call a child directly to arrange early collection.

Every effort is made to ensure an enrichment club will run as scheduled and this is particularly the case for chargeable provision. There are, however, times when staff absence or other major school events result in club cancellation. In these cases we seek to alert parents directly and with as much notice as possible.

### 4 DETENTION

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The School's Behaviour Management Policy (available on the website) contains more detail on detentions as a sanction available to school staff. In short, parents should be informed via text or email in advance of a detention being served. Parental consent is not required for detentions and there is no requirement to give parents 24 hours' notice of a detention. Detentions normally run from 4pm to 5pm and a pupil is expected to attend immediately following the end of their last lesson of the day.

A Lower School pupil serving a detention will be released to a parent or nominated person. If nobody collects a Lower School pupil at the end of the detention then they will be taken to Wraparound Care – a chargeable service.

## 5 WRAPAROUND CARE

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Wraparound Care is only available to pupils in the Lower School. It is a chargeable service and costs (including charges for unbooked care, late collection and non-attendance) can be found on the school website in the fees section.

All bookings (and cancellations) should **only** be made by emailing [preandpostschool@gadshillschool.org](mailto:preandpostschool@gadshillschool.org) and bookings can be taken on a weekly or termly basis as well as for *ad hoc* needs.

To ensure sufficient staffing, all bookings for Wraparound Care (whether Pre-School Supervision or Post-School Supervision) must be made by 6pm on the previous **school** day. Provision booked after that time or not at all will incur a late-booking or non-booking surcharge.

Similarly, if Wraparound Care is no longer required, this must be cancelled by email to the address above - before 6pm on the previous working day for Pre-School Supervision and by 1pm on the same day for Post-School Supervision. Provision not cancelled by that time will still be charged.

Repeated late collection from Post-School Supervision, other misuse of Wraparound Care provision, or in cases where school fee accounts are in arrears are likely to result in withdrawal of access to the service at the discretion of the Headmaster.

### 5.1 PRE-SCHOOL SUPERVISION

Pupils in KR to Lower Shell can attend Pre-School Supervision from 7.30am and a breakfast is provided.

Pupils in KN to Lower Shell can attend Pre-School Supervision from 8.00am. No breakfast is provided.

Kindergarten pupils attending Pre-School Supervision should be brought to the Kindergarten Entrance where they will be signed in and become the responsibility of the School.

Junior pupils attending Pre-School Supervision should be brought to the Kindergarten Entrance if arriving before 8am or Main Reception if arriving from between 8am and 8.30am where they will be signed in and become the responsibility of the School.

At 8.30am Kindergarten pupils are taken to their form room, while Juniors are released to go to their form room.

### 5.2 POST-SCHOOL SUPERVISION

Post-School Supervision is available from 3.10pm for Nursery pupils, 3.20pm for other Kindergarten pupils, and from 5pm (for Juniors) until 6pm.

Fruit and biscuit are offered to Kindergarten pupils between 3.20pm and 4pm, and all pupils in attendance are offered toast/snacks after 5.30pm.

Pupils must be collected by 6pm. If a pupil is not collected at this time, staff will attempt to contact parents or emergency contacts. If they are unable to contact a parent, then they will report to a Designated Safeguarding Lead. If there is no contact by 6.30pm, then the local authority Children's Services team will be contacted to arrange alternative care for the child.

We understand that parents collecting multiple siblings may sometimes be unable to collect a child at the end of the school day or an enrichment club. When that pupil is then taken to Post-School Supervision, the Wraparound Care Supervisor has the discretion to allow a leeway of up to five minutes before the session becomes chargeable.

#### 5.2.1 Use of Post-School Supervision Prior to School Events

Parents may wish to make use of Post-School Supervision when an evening event is taking place in school, such as a concert or parents' evening.

It is important that parents still book the Wraparound Care service in the usual way. Pupils who attend without pre-booking will incur the non-booking surcharge.

Staff leading Post-School Supervision will not usually have the capacity to get pupils changed for evening events.

## 6 ACTIVITIES, EVENTS, FIXTURES & TRIPS

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The School offers a busy programme of activities, events, fixtures and trips throughout the year, including during occasional school holidays. Pupils will be registered at the start of the activity and remain the School's responsibility until the published end time of the activity.

When this activity takes place fully within normal school operating hours, pupils should attend and be collected from school as usual.

Information shared with parents by the event or trip leader beforehand must set out an anticipated start and end time, either or both of which may fall outside of normal school operating hours. When this is the case, it is the responsibility of parents to arrange for their child to be dropped off or collected from the named meeting point at the correct time.

It will usually not be possible for a trip leaving the school site to delay departure for a pupil arriving late. When this happens on a school day, the pupil should attend the school instead, following the usual times and procedures set out in section 2 above. It will not be possible to refund any monies paid for the trip when a child misses departure in this way.

It is also the responsibility of parents (or a nominated person) to collect their child at the designated end time of the activity, event, fixture or trip, if this falls outside of school hours. From time-to-time, a trip or fixture off-site may be delayed in returning to school. When the delay is likely to be greater than 20 minutes, the School will endeavour to advise parents via text message. In event of a late return, pupils will remain the responsibility of the School until they return to the designated meeting place.

If a pupil has not been collected from an event, activity, fixture or trip outside of school hours, the activity or trip leader will attempt to contact parents. If that pupil has not been collected 30 minutes after the activity has ended, the activity or trip leader will notify a member of the Senior Leadership Team and the local authority's Children's Services will be contacted to arrange alternative care for the child.

If a fixture or trip is scheduled to return after 4.10pm, then pupils attending that trip will not be able to use the school bus service. It is the responsibility of parents to make alternative arrangements for the pupil to be collected. Even if a trip scheduled to return after 4.10pm arrives back at school

before that time, the pupil will not be permitted to use the bus service **unless** there has been explicit agreement between parents and a member of school staff for them to do so. It will not, however, be possible for the trip leader or other member of school staff to contact parents as a matter of routine in such a situation.

## 7 SCHOOL BUS SERVICE

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Full Terms and Conditions for use of the School's bus service (available to pupils in J3 and above) are available on the school website.

While pupils are on board a bus, they are the responsibility of the School. The School also accepts responsibility for pupils in J3 to J5 on arrival at school in the morning and from the end of the school day to the departure of the relevant bus service, where the pupil has used/will use the school bus service for the respective morning or afternoon.

On the homeward service, Junior pupils must be collected from the agreed stop by a parent or other nominated person. If a Junior pupil is not collected in this way, the driver and/or school will attempt to contact parents via telephone. If the pupil has not been collected by the return time shown on the bus service timetable for the relevant stop, the pupil will remain on the bus and the bus will depart. Parents should note that it will not necessarily be possible to "catch up" with the bus at a later stop as it will only wait there until the published return time if another child remains uncollected. Where possible, the driver will try to attend the pupil's usual stop again on the way back to school in case an appropriate adult has reached the bus stop by this time. **If this situation occurs, please DO telephone the school URGENTLY so we can do everything possible to contact the driver and ensure he/she does return again to the stop.**

Failing all else, the pupil will be taken back to school once other stops on the route have been served. The driver will call Post-School Supervision (Option #3 when calling the school number) before 5.30pm to alert supervising staff that a pupil is returning to the school site and will be taken to Post-School Supervision, which is a chargeable service. The procedures set out in section 5.2 above will be followed.

If the bus driver is not able to call Post-School Supervision before 5.30pm, or returns to school after 6pm, then the bus driver will notify a member of the Senior Leadership Team. If the pupil has not been collected by 6.30pm then Kent Children's Services will be contacted to arrange alternative care for the child.

Pupils in the Upper School are permitted to make their own way home from their bus stop and are parents' responsibility after the designated time of arrival at that stop.



## 8 HOLIDAY CLUB

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Holiday Club runs during the school holidays, usually for 9 weeks each year, for pupils in the Lower School. Each day session operates between 8.30am and 4pm. This is a chargeable service and costs can be found on the school website.

Parents will be invited to register their child for Holiday Club provision during the half-term prior to the relevant holiday. All forms and payments must be completed before the end of the school term or half-term immediately prior to the Holiday Club sessions and no pupils will be admitted to Holiday Club if the service has not been booked and paid for in advance of the start of the school holiday. Payments are non-refundable in the event of non-attendance. A medical form must be completed if there is a requirement for the child to be given medication during the day.

No supervision is available before 8.30am. At or after 8.30am, parents (or another nominated person) should bring their child to the Kindergarten entrance. Once a child arrives, they will be registered and will remain the School's responsibility until they are collected.

If a child has not been collected by 4pm, a member of staff will attempt to contact parents and emergency contacts. At 4.30pm, if a child has not been collected, the member of staff will notify a member of the Senior Leadership Team and the local authority's Children's Services will be contacted to arrange alternative care.