



## After School Provision (Senior School) Policy

Ref: **LP-PS-002**

Version: **3.11**

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Description: This policy outlines the Senior School's approach to after school clubs and activities.

### OUR SCHOOL AIMS

- ❖ *To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.*
- ❖ *To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.*
- ❖ *To instil and nurture a strong sense of social responsibility, integrity and environmental awareness so our pupils positively contribute to a sustainable and just society.*
- ❖ *To guide each pupil in the discovery, delight and development of their individual gifts, talents and character.*
- ❖ *To create and sustain an inclusive and contemporary school culture, where diversity, difference and individuality are recognised and celebrated.*
- ❖ *To prioritise physical and emotional wellbeing across every facet of our school community.*

### **1.0 AFTER- SCHOOL PROVISION**

- 1.1 After school any students who need to remain onsite after 3:50pm must either be in a supervised club or subject workshop or in their designated study area. This includes any students who are due to travel by school transport. Students are not allowed to go offsite and, for example, walk to Lingfield village, before getting the bus home. The majority of students are expected to be off site by 5pm.
- 1.2 The following provisions are made for students after school at Lingfield College Senior School:
- Clubs and activities are run on and off site.
  - Students not in a supervised club, subject workshop, sports practice or performing arts rehearsal must be in supervised study in the following places:



Day	Year Group	Location
Monday-Thursday	7 & 8	Library
Monday-Thursday	9, 10, 11	CS2 & CS3
Friday	7-11	Library
Monday-Friday	Sixth Form	Sixth Form Study

1.3 For Years 7-11 study is supervised by a member of staff until 5pm. In the Sixth Form this is supervised until 5.30pm.

- The School Office is staffed by a trained first aider until 5.30pm.
- The School building and site are closed from 6pm, unless an evening event is taking place.

## 2.0 SHUTTLE SERVICE

During the winter months (November – February), a shuttle service runs between the School and Lingfield station at 4.50pm for those students in after school activities. This can be booked with the reception team and there is no charge for this service.

## 3.0 EMERGENCY

In the case of an emergency if a parent is unable to collect their child by 5pm, the School Office should be contacted on 01342 832407.

Last reviewed August 2023

Next review due August 2024