



After School Provision (Senior School) Policy

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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 PURPOSE

This policy outlines the supervision and activity arrangements for students in Years 7–13 who remain on school grounds after the end of the normal school day at 3.50pm.

2.0 ARRANGEMENTS BY YEAR GROUP

2.1 Years 7 and 8

- Attendance in the Library is compulsory for students not engaged in another approved activity such as a sports fixture, drama or music rehearsals or an after-school club.
- The Library is supervised at all times until 5pm
- Available activities include:
 - Computer access
 - Board games
 - Reading and quiet study

2.2 Years 9 to 11

- Students may be invited by their Head of Year to attend a supervised support session in Computer Room 3, overseen by the Deputy Head of Year.



- Students may use Rooms 1 and 2 for quiet, independent study. These rooms are unsupervised; however, Senior staff will be on duty nearby.
- Students may attend an approved activity such as a sports fixture, drama or music rehearsals or an after-school club.
- Students may choose to relax in designated outdoor areas, including:
 - Outdoor seating area near the dining room
 - Astro turf
 - Tennis courts
 - Top pitches
- Outdoor areas are patrolled regularly by staff, and the Office Team is available until 17:00.

2.3 Years 12 to 13

- Are permitted to stay onsite until 6pm within the Sixth Form area. A member of staff will be on duty until this time.

3.0 CONDITION OF USE

- The privilege of greater freedom for Years 9–11 is conditional and may be withdrawn for poor behaviour or misuse of facilities.
- Students must not enter restricted areas, including the lower pitches.
- In the Winter months November to February, accessible areas will change due to visibility and communication will be sent out through form notices.
- Students in Years 7–11 are not permitted to leave school grounds to enter Lingfield Village and return to site afterwards.
- There is a trained first aider on duty until 5.30pm and students must contact the School Office for assistance.

4.0 ENFORCEMENT

Failure to comply with this policy may result in disciplinary action, including loss of after-school privileges.

5.0 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.

6.0 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 2025

Next review due August 2026