



WRAP-AROUND CARE (Early Drop & Late Stay)

Contents

1.	Early Drop	2
i.	Organisation	2
ii.	Activities	2
iii.	Supervision	2
2.	Late Stay & Supervised Prep	2
i.	Organisation	2
ii.	Activities	3
iii.	Supervision	3
3.	Registering for Early Drop and Late Stay (inc. Supervised Prep)	3
4.	Arrival and Departure	3
i.	Early Drop	3
ii.	Late Stay (inc. Supervised Prep)	3
5.	Snacks (Late Stay – inc. Supervised Prep)	4
6.	Parents/Carers	4
7.	Equal Opportunities	4
8.	Special Educational Needs	4
9.	Safeguarding (Child Protection) Policy and Procedures	4
10.	Security	4
i.	Early Drop	4
ii.	Late Stay (inc. Supervised Prep)	5
11.	Health and Safety (inc. Fire Safety)	5
12.	Accidents and First Aid	5
13.	Smoking and Vaping	5

Date of Review	September 2026	Date Ratified by Governors	September 2026
Date of Next Review	September 2027	Reason for Review	New Policy

This policy relates to all pupils at Hampton Pre-Prep & Prep School (the School), including the Early Years Foundation Stage (EYFS). The School is part of the Hampton School Trust (the Trust).

The School provides wrap-around care for pupils, both before and after the scheduled start and finish times of the School day. This care is organised as follows:

1. Early Drop

i. Organisation

- Early Drop for pupils is organised at the Pre-Prep and the Prep from Monday to Friday, term time only.
- The cost is £4.20 per session.
- Session times are as follows:
Pre-Prep: 8.00am - 8.30am
Prep: 7.45am – 8.15am
- Pupils are registered by School staff on arrival.

ii. Activities

Pupils' behaviour is managed in line with the expectations outlined in the School's policies. Parents can refer to the Anti-Bullying Policy and the Behaviour Policy.

Activities will include drawing and colouring opportunities, construction play, small world play, board games and reading books from the library.

Occasionally, outdoor play will be part of the daily schedule at the **Pre-Prep**, if the weather is suitable to allow the children into the playground. On such occasions, consideration will be given to neighbours. Outdoor activities might include the following: ball games, hoops, skipping ropes and beanbags.

Please note that in respect of the neighbours, all activities at the **Prep** will be inside the School due to the earlier start time.

iii. Supervision

Pupils in Early Drop are supervised at all times.

At **Pre-Prep** there are always at least three members of staff on duty at all times, each holding at least a full and relevant Level 3 EYFS qualification. Additional members of staff will be available whenever necessary in order to meet the needs of the children and ensure their safety. All children, including EYFS children, are cared for in the Hall

At **Prep**, pupils are supervised in the classroom by Gap Year Teaching Assistants or by a member of the Teaching staff.

2. Late Stay & Supervised Prep

i. Organisation

- Session Time: 3.30pm - 5.30pm, Mondays – Fridays (term time only)
- Late Stay is for pupils attending **Hampton Pre-Prep**. It is organised by Mrs Kenning [Tuesday to Friday], Miss Barun [Wednesday to Friday], Mrs Cooper [Monday – Thursday], Mrs Tomkins [Monday – Thursday], Mrs O'Brien [Monday, Tuesday and Thursday] and Miss E Mills [Monday to Friday].

- Additional members of **Pre-Prep** staff are assigned, on a rota basis, to assist with the staffing ratios as necessary and in the event of staff absences There are always two members of staff on duty at all times.
- **Prep** pupils do not access Late Stay but instead take part in Supervised Prep at the Prep department, which also runs until 5.30pm each day. A duty rota is created termly by the Deputy Heads.
- Cost: **Pre-Prep** pupils are charged £4.70 per half hour, rounding up to the next half hour for any part half hour. **Prep** pupils are charged £5.70 for Supervised Prep, the charge is £5.70 per session which runs from 4.50pm – 5.30pm. After 5.30pm, there is a charge of £10 per 15 minutes.

ii. Activities

The School provides a range of activities in both the indoor and outdoor environment. Activities will include drawing and colouring opportunities, construction play, small world play, board games and reading books from the library.

If the weather is suitable to allow the children into the playground outdoor activities might include the following: ball games, hoops, skipping ropes and beanbags. On such occasions, consideration will be given to neighbours.

Pupils' behaviour is managed in line with School policies. Parents can refer to the **Anti-Bullying Policy** and the **Behaviour Policy**.

iii. Supervision

Pupils in Late Stay/Supervised Prep are supervised at all times with two members of staff on duty at all times during the session. Where necessary, additional members of staff are available in order to meet pupils' needs and ensure their safety. Staff should refer to the **Care and Supervision Policy**.

At **Pre-Prep**, all pupils, including those in the EYFS, are cared for either in the Hall or one of the classrooms.

The School ensures that pupils are closely supervised at all times, their safety being paramount. Staff can refer to the Trust's **Missing Pupil Policy** for further information.

3. Registering for Early Drop and Late Stay (inc. Supervised Prep)

- Parents must book places in advance via the online management system, myEvolve. Please note that places are allocated on a first-come, first-served basis.
- Parents requiring an urgent place due to an emergency should contact the School Office directly.
- Parents will be billed according to the number of sessions attended by their child(ren).

4. Arrival and Departure

i. Early Drop

Pupils will be registered by staff on arrival for Early Drop sessions.

ii. Late Stay (inc. Supervised Prep)

Parents are asked to inform the School Office in advance should anybody other than the designated person be collecting their child. In such circumstances, the School will ask for a password; pupils will not be released into the care of any unknown adult.

At the end of each sessions, members of staff will sign out the pupil on the registration form.

5. Snacks (Late Stay – inc. Supervised Prep)

A light snack is provided. EYFS pupils will be served by a member of staff holding a valid food hygiene and safety certificate and a member of staff holding a current full paediatric first aid certificate will be present.

Each day a range of snacks is offered, taking account any special dietary needs dictated by either medical or cultural requirements, and may consist of the following:

- A choice of drinks – water or squash (with hot chocolate available in the winter months);
- A sandwich or toast with honey, jam or marmite;
- Plain biscuits, such as digestives or rich tea;
- Fruit/vegetables, i.e. carrots, apples, peppers, oranges.

6. Parents/Carers

The School aims to work in close partnership with parents and carers and endeavours to meet their needs. If parents/carers have any concerns, worries or queries about the Early Drop or Late Stay arrangements, they are encouraged to speak with a member of staff promptly.

At Supervised Prep, form tutors are the point of contact for parents/carers.

7. Equal Opportunities

The School follows the aims outlined in the Trust's Equity, Diversity and Inclusion Policy and ensures that no individual or group receives less favourable treatment on the grounds of gender, age, race, colour, ethnic or national origin, religious beliefs, social class or disability.

8. Special Educational Needs

All staff are aware of the Trust's Special Educational Needs and Disabilities (SEND) Policy. The School aims to include all children in our provision and will endeavour to support all children with such needs.

9. Safeguarding (Child Protection) Policy and Procedures

All staff are familiar with the Trust's Safeguarding (Child Protection) Policy and Procedures and should be approachable, making themselves available to talk to pupils when needs arise.

The Designated Safeguarding Lead (DSL) is the Deputy Head Pastoral and the Head of Pre-Prep is the Deputy Designated Safeguarding Lead (DDSL) with responsibility for EYFS.

Any member of staff who has suspicions that a child may be at risk, or if they have any concerns regarding another member of staff's behaviour, should contact either the DSL or the DDSL immediately.

10. Security

The School's objectives are:

- Protection and safeguarding of pupils, staff and parents/carers.
- Avoidance of theft, loss or damage to goods, property, equipment, resources and records.
- Maintenance of parental confidence.
- Compliance with relevant legislation.

i. Early Drop

Pupils access either site via the front door (closest to Reception) where staff are on duty. Pupils are signed in on arrival.

ii. Late Stay (inc. Supervised Prep)

At Pre-Prep, the two front doors and side gate are kept locked during late stay and parents ring the bell on the front door to notify staff they are here to collect their child/children.

At **Prep**, parents collecting pupils from supervised prep access the site via the front gate and will be 'buzzed' in at times when the gate is not supervised by a duty member of staff.

11. Health and Safety (inc. Fire Safety)

All staff are required to familiarise themselves with the School's **Health and Safety Policy** and the **Fire Risk and Safety Policy**, which can be found on Cezanne. They should also be familiar with relevant risk assessments which can be found on SharePoint.

12. Accidents and First Aid

Parents are advised electronically, via the Evolve Accident Book system, of any minor accidents, and treatment given. When necessary, parents are contacted by telephone.

All staff at Early Drop and Late Stay sessions have received appropriate first aid training. Staff will treat minor injuries and can call upon the School Nurse(s) – who are based at the Senior School – if necessary. The Emergency Services are called should an injury be more serious.

At Pre-Prep the First Aid cupboard is located in the hall, opposite the Medical Room. At Prep the Medical Room is located adjacent to Reception.

13. Smoking and Vaping

Signage around the School ensures that Staff and Parents are made aware that there is a no-smoking and no-vaping policy on any site.