



**POLICY (Number: Pxi)  
AFTERCARE**

Somerset House provides an Aftercare Service, available to all pupils from Grade 000 to Grade 7. The purpose of the Aftercare facility is to provide a safe and stimulating environment for children whose parents are unable to collect them at the end of the school day.

**The Aftercare Service provides:**

- Supervision
- Activities
- Snacks (full aftercare option)
- Social interaction

**The Aftercare shall operate as follows:**

- From the end of the school day (varies depending on grade) until 17h30, Monday to Friday, except for the final school day of the year.
- Grade 000 to Grade R children will be accommodated in the Oakwood facility.
- Grade 1 to 7 Aftercare will be accommodated in the “Shelters” Building.
- The costs of the Aftercare Service are details on the annual Fee Schedule.
- All parents of children attending Aftercare shall complete the Aftercare Application form detailing contact details of the parents, medical doctor, allergies and the names of those with permission to collect the child.
- There shall be at least 2 Aftercare Staff on duty at all times.
- The aftercare staff is responsible for a child Immediately on arrival of the child and this responsibility will only end when the parents or a designated guardian signs to collect the child. During this time, every reasonable precaution will be taken to provide a safe environment.
- Parents are to inform the aftercare / admin staff in writing should the child need to be collected by any other person(s).
- The Grade 000 - Grade 1 children are brought to Aftercare under the supervision of the Aftercare assistants. The Aftercare assistants are then responsible for the children from arrival to departure. Grade 2 – 6 children arrive independently when their afternoon sport activities have ended.
- A daily attendance register is taken by the Aftercare assistant, which is signed by the parent or designated guardian when collecting the child.
- While Aftercare Staff will assist and supervise homework – Parents are still required to sign the homework book, tests and notices as required.
- There is no Aftercare Service during the Somerset House school holidays.

**Other policies:**

- All other relevant school policies shall apply to the Aftercare Services (Allergies and Special Diets, Emergency procedures, Code of Conduct etc.