

Extended Day Policy

Approval body:	MAW: LGB
Recommending body:	MAW: LGB
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Policy version	1

This policy sets out the arrangements, roles, and procedures in place to ensure the safety, safeguarding, supervision, and security of students, staff, visitors, and the site during extended hours before and after the formal school day.

This policy applies during:

- Before school hours (early morning arrival and supervision)
- After school hours (dismissal, clubs, detentions, lettings, and site lock-up)

The policy is designed to remain effective even where Senior Leadership Team (SLT) presence is reduced.

- Safeguarding is paramount at all times.
- Clear accountability for supervision, security, and decision-making must be maintained.
- No student should be left unsupervised.
- Access to the site must be controlled and monitored.
- All incidents must be logged and escalated appropriately.

BEFORE SCHOOL ARRANGEMENT

Site Opening Time:

- The school site opens at 7:30am.

Staff on Site (minimum):

Site Staff

- Mavis Boateng – 07903 825030 | Mon–Fri | 7:00 a.m. – 4:30 p.m.
- Patrick Galligan – 07515 851674 | Mon–Fri | 6:30 a.m. – 1:00 p.m.
- Sam Judge – 07300 863489 | Mon–Fri | 7:00 a.m. – 3:00 p.m.

Catering Staff

- Maria – Catering Manager
- Rebecca
- Leena
- Duty staff as per rota

No students should be on site before the published opening time unless attending an authorised activity.

Morning Duty Arrangements

- Morning duty staff are allocated via rota.
- Staff must be present and in position before students arrive.

If a member of staff is unable to attend morning duty:

- They must call the absence line: 020 8829 2561 before 6:30 a.m.
- Staff absence must be reported immediately to SLT or the duty lead.
- SLT will reallocate duty cover.
- If SLT are not present, the Site Team or senior on-call staff member will notify SLT and ensure temporary supervision until cover is arranged.

Students must not be admitted to unsupervised areas.

Failure to report absence promptly may result in insufficient supervision and must be avoided.

Duty Coverage:

- Duty staff are assigned via a published rota.
- Locations include:
 - Breakfast Club
 - Main entrance
 - Canteen

Doors, Registration and Lates

Opening of Doors, Registration, and Lates

Doors:

- Only designated entrances are opened before registration.
- All other doors remain locked.

Registration:

- Registration opens at 8.40
- Late arrivals after this time must enter via the hub entrance and are met by the attendance team.

- Uniform and Big 6 are checked when students sign in, they then make their way to form time and parents are contacted home regarding lateness.
- Lates Procedure:
- Students arriving late are met at the Late Gate in the Hub and signed in.
- Reasons for lateness are recorded.
- Safeguarding concerns relating to persistent lateness are escalated
- If students arrive after 9.10, they sign in via student reception on entry sign which is checked by the attendance team all day

Key Phone Numbers

- Angela Wallace – Head 07885225703
- Laura Sanford – SLT / DSL | 07753 447344
- Chinice Oliver – SLT / DSL | 07885225762
- Mercedes Ambris – SLT | 07590 453166

AFTER SCHOOL ARRANGEMENTS

After-School Clubs

- Clubs start between 3:10 p.m. – 3:20 p.m.

Students attending clubs, detentions, or interventions must go directly to their assigned location.

- Clubs finish between 4:10 p.m. – 4:20 p.m.

Staff After-School Duty

- Duty runs from end of the school day until all students have left site or been collected.
- Students must leave via student reception.
- After-school club staff must escort students out of the building and through the front gate to ensure students exit the site fully.
- Students must not re-enter the building once dismissed.

Afterschool Building Sweep and Supervision

- Immediately after dismissal
- Following the conclusion of after-school activities

Sweep Responsibilities:

- Teaching / Support Staff check classrooms they have used and escort pupils to the gate.
- Site Team conducts a 5.00pm full sweep of:
 - Toilets
 - Corridors
 - Changing rooms
 - External areas
- SLT lead on duty will do a final sweep / check the CCTV cameras to ensure no pupils are on site

Student Locations:

- Dismissal: exiting via student reception door
- After-school period: only in supervised rooms
- End of activities: collected or dismissed promptly

Any unaccounted-for student must be escalated immediately on [Log In - MyConcern](#).

- Congregating at gates or re-entering the site is not permitted.

Safeguarding Incidents After School

If a safeguarding concern arises:

- The student must remain supervised.
- Log immediately on [Log In - MyConcern](#) the DSL or Deputy DSL must be contacted immediately. Incidents must be logged on the school's safeguarding system.
- If no DSL is on site, follow the safeguarding escalation procedure Log immediately on [Log In - MyConcern](#)

Key safeguarding Contact:

- Laura Sanford – SLT / DSL | 07753 447344
- Chinice Oliver – Head of Year | 07885 225762

Students must remain supervised at all times.

LOCK-UP PROCEDURE

The school is locked by authorised site staff:

- Lukooya (Luke) – 07872 463796 | Mon–Fri | 1:00 p.m. – 8:00 p.m.
- Mavis Boateng – 07903 825030 | Mon–Fri | 7:00 a.m. – 4:30 p.m.

REDUCED SLT PRESENCE – SCENARIO PROCEDURES

Police Attendance on Site

- Reception or Site Team to verify identification.
- Police are escorted at all times unless an emergency.
- SLT or DSL contacted immediately.
- No information is shared without authorisation unless legally required.

Family Member Attempting to Gain Access

- Access is refused unless authorised.
- Reception staff follow visitor procedures.
- DSL or SLT contacted if there is any safeguarding concern.
- Students must not be released without proper verification.

Intruder on Site

- Follow lockdown procedures.
- Contact emergency services if required.
- Secure students and staff in safe locations.

- Inform SLT and Site Team immediately.

15. Fire Alarm Activation

- Evacuation procedures apply at all times.
- Duty staff and Site Team assist with clearing areas.
- Registers are taken where applicable.
- Fire service instructions are followed

Appendix

REDUCED SLT PRESENCE – SCENARIO RESPONSE TABLE - Checklist

Situation	Immediate Action	Who Takes Lead	Escalation Route	Recording Required
Police arrive on site	Verify ID, escort to Reception, supervise students	Senior staff on duty	Notify DSL immediately; Headteacher if required	My Concern
Police request access to a student	Do not permit unsupervised access	DSL / Deputy DSL	Headteacher / Trust if required	My Concern
Family requests access	Direct to Reception, refuse site access /Direct family to contact us on website	Senior staff on duty	DSL if safeguarding concern	Incident log
Family raises safeguarding concern	Contact DSL immediately	DSL / Deputy DSL	Headteacher / DSL	My Concern
Family becomes confrontational	Maintain boundaries, request site support	Senior staff on duty	SLT / Police if required	Incident log
Fire alarm sounds	Follow evacuation procedures	Senior staff on duty	SLT / Fire Service	Fire log
Intruder suspected	Initiate lockdown / secure area	Senior staff on duty	DSL / Headteacher / SBM / Police	Incident log

Checklist completed by: _____

Date: _____