PINEWOOD

Est. 1875

BUSY BEES (AFTER SCHOOL CARE) POLICY AND INFORMATION

Busy Bees is an optional extension of the school day for pupils of Pre-Prep or the EYFS.

Venue

The Hive in the Pre-Prep is solely used for Busy Bees from 3.15pm. Pre-Prep classrooms, the Hive, the outside play area and top field are also used under supervision. Activities are planned to meet the welfare needs of the Early Years Foundation Stage. Early Years staff/pupil ratios are always met.

Staffing

Busy Bees is run by members of the Pre-Prep Staff with the help of assistants. All staff have current DBS checks, 3 yearly Safeguarding training and have read **Keeping Children Safe in Education (KCSiE) Sept 2026.** A member of Pre-Prep or Prep school staff will remain in the school until all the children have gone home. The Pre-Prep staff hold relevant paediatric first aid certificates. Pre-Prep Admin are responsible for the registers and details and abides by the **General Data Protection Regulations (GDPR) (May 18)**

Numbers

The number of children attending Busy Bee is limited to staffing ratios.

Attendance

- Busy Bees is open to all children from Nursery to Year 2
- Children in the Early Years Foundation Stage may only attend on a regular basis after discussion with the Head of Pre-Prep
- There will be a limited number of places for EYFS children at any session. Staff/child ratios are always met.
- All Busy Bees staff supervising EYFS children are qualified.
- An EYFS child's suitability will be judged on their maturity, independence and ability to mix with children up to the age of 7 years
- Consideration must be given to the well being of all the children in Busy Bees and the staff cannot attend to just a small number of very young children.
- The Head of Pre-Prep has the right to withdraw a place or ask that a child be collected earlier if they are not coping with the longer day.
- Priority will be given to children of Pinewood staff, children who have siblings in the Prep school and children with working parents

Behaviour, illness, emergencies and all relevant policies and strategies

Busy Bees adheres to all the relevant Pre-Prep and EYFS and Prep school policies. This includes fire, health and safety and collection of children policies. Parents must inform the class teacher in writing if

someone different will be collecting their child. In the event of any changes after 3.00pm the parent must contact the school by telephone.
Policies are available for parents to read.

Parents' Evening and Busy Bees

A drop-in service will be available on parents' evenings. Parents may leave their children at Busy Bees for the duration of the interview with their child's teacher. This service is for Pre-Prep and EYFS children only. There is no need to book in advance for this service. There is no charge for this session.

Clubs

Children who attend Pre-Prep clubs are not automatically registered for Busy Bees. If a place is required this must be booked in advance. (see booking information).

Times, structure and charge for sessions

1) Session times

Option one Busy Bees Early 3.15pm – 4.20pm cost - £ 8.91 per session, includes drink and fruit.

Option two Busy Bees Late 4.20pm – 5.20pm cost - £8.91 per session, includes the above and a light tea.

Option three Busy Bees All Through 3.20pm - 5.20pm cost - £17.82 per session.

Repeated late pick ups will incur a £5 charge

Charges are set by the Governing body and the Bursar and will be added to the termly school fees bill.

2) Places must be booked for the Autumn Term by the end of the Summer holidays or once club places are known. By booking a place for your child you are committing to their taking a place for a minimum of half a term, and will be charged accordingly. If during the course of the half term you no longer require the regular place and it is possible to fill it from our waiting list you will only be charged for what you have used.

3) You will be contacted towards the end of each term to reconfirm your requirements for the following term.

4) There is an option for up to 3 ad hoc requests per term for places in Busy Bees which can be organised with the Pre-Prep admin assistant via email or phone call.

5) There is no Busy Bees on Sports Day.

Please note, in cases of emergencies your child will ALWAYS be cared for by a member of staff.

Picking up children from Busy Bees

- Parents collect children from the Pre- Prep Front door at 4.20pm (Mon- Thurs), Pre-Prep Side door at 4.20pm (Fri) and the main Pre-Prep door at 5.20pm or in between if agreed with Busy Bees staff.
- All children must be 'signed out' by the collecting adult

- Parents are contacted by the Busy Bees staff, Deputy or Head by phone if children are not collected at the agreed time
- Parents are required to contact Busy Bees if they are going to be late picking up. Continual lateness may result in a penalty charge.
- Teachers inform the staff if the child is to be picked up by another person (parents inform teacher in writing)
- In the event of a child being left temporarily at Busy Bees after 5.20p.m and no message has been received, the Busy Bees staff will wait with the child for a short time before phoning the parent. The Busy Bees staff will wait with the child until 5.30pm and will then take the child across to the main school where the child will be left in the care of the Headmaster or senior staff or the matron.
- Children who are on the minibus at 4.30pm will be collected by the bus driver or taken to the minibus by a member of Busy Bees staff and signed out by the bus driver. The second session charge for Busy Bees would not be applied to minibus children at 4.30pm.
- Children who are on the 5.30pm minibus will be taken to the minibus collection point by the Busy Bees staff or Gap student.

Lost child

- Pinewood Pre-Prep, Nursery and Busy Bees After School Care operate a locked door policy.
- Children are not allowed to open any outside doors even if asked to by a familiar adult on the outside of the door.
- In the unlikely event that a child goes missing, the Busy Bees staff inform the other staff working in Busy Bees, the Head of the Pre-Prep and all teaching staff still in the building.
- The Headmaster is contacted by phone and he then takes responsibility for organising a search party.
- The Headmaster will make the decision about who else needs to be contacted

Reviewed September 2026
Reviewed by Jo Siebert, Deputy Head of Pre-Prep
Next Review Date: September 2027