



## **PREP PROCEDURES ON ENTERING AND LEAVING SCHOOL PREMISES**

The beginning of the Prep day starts at 8.15am, when girls may enter school via the Prep roof, accessed through the blue gates on the high-walk. Girls will be greeted by a member of Prep staff and escorted to Prep. Girls should enter through the blue gates entrance before 8.35am. Registration takes place at 8.40am when the blue gates are locked. Any girls arriving later than this time should enter school via reception, where they will wait to be escorted to Prep by a member of staff at a convenient time.

As of September 2017, the school day will finish for all girls at 3.30pm every Monday, when Prep girls should be collected by their designated adult from the Prep roof where they must be signed out by Prep staff.

From Tuesday to Friday, Lower One girls should be collected at 3.30pm from the Prep roof by their designated adult. Older Prep girls may also be collected at 3.30pm by prior arrangement, either by completing the End-of-day Arrangements Card or on an ad-hoc basis by contacting [prepadmin@clsg.org.uk](mailto:prepadmin@clsg.org.uk).

Girls in Upper One, Lower Two and Upper Two taking part in Challenges on Tuesday to Friday should be collected from the Prep roof at 4pm. Girls taking part in extra-curricular clubs after 4pm should be collected from reception at the time stipulated by the club organiser.

If uncollected ten minutes after the gates have opened, e.g. 3.40pm or 4.10pm, girls will be taken from the Prep roof to After School Club (ASC). Please see document '*After School Club Provision*' for further clarification on ASC and what to do if you are late to collect your daughter.

Any changes to your daughter's end-of-day arrangements, including if your daughter is to be collected by someone other than the designated adult on her End-of-day Arrangements Card, should be communicated to school via [prepadmin@clsg.org.uk](mailto:prepadmin@clsg.org.uk) by 2pm at the latest on the day concerned.

Adults will not be permitted to enter the school via the Prep roof for any reason. Prep staff will always be available on the Prep roof at the beginning and the end of the day and parents are always welcome to make an appointment with a member of staff via email. Parents attending meetings with staff or school events, such as parents evening or sports matches, should enter the school via reception where they will be asked to sign in and wear a visitors badge before proceeding to Prep or being collected by a member of staff.

From the Summer half term of Upper Two, girls are allowed to travel home unaccompanied with parental permission and following safety lessons from Prep staff, Transport for London and City of London Police. An End-of-day Arrangements: Travelling Home Alone Card will need to be completed and signed by parents and students before this arrangement will be permitted.



## **PREPARATORY DEPARTMENT AFTER SCHOOL CLUB PROVISION**

After School Club (ASC) is offered to all Prep girls until 6pm Monday to Friday and run by Mrs Stokes in the school library. Parents may book their daughter's place at ASC in advance on a regular basis (by indicating this on the End-of-day Arrangements Card) or on an occasional basis (please inform the school before 2pm on the day concerned by emailing: [prepadmin@clsg.org.uk](mailto:prepadmin@clsg.org.uk)).

Girls not collected from the Prep roof will be taken to ASC at 4.10pm, or 3.40pm on a Monday. After this time, girls should be collected from reception. You will be charged for ASC attendance as soon as your daughter has left the Prep roof. The charge for ASC is currently a flat rate of £5, no matter the duration of your daughter's attendance.

Girls will be provided with a healthy snack at the beginning of ASC. Once any homework is completed, girls will be permitted to play educational games or read.

Girls who attend an extra-curricular club from 4pm may also go on to attend ASC. If girls are not picked up promptly at the end of a club, they may not wait in reception for extended periods of time but will be sent to ASC and a charge of £5 will be made to your school account.

We have encountered some difficulties with girls not being picked up before 6pm. It is vitally important that we have up to date contact and emergency contact details for you. A further charge will be payable if your daughter is not picked up by 6pm. You should be aware that if your daughter has not been collected by 6pm and we cannot contact you or where there are other concerns, we may need to contact the police or social services.

For further clarification on end-of-day arrangements, please see the document '*Prep procedures on entering and leaving school premises*'.

**City of London School for Girls**  
**Preparatory Department End of Day Arrangements Card 2017-2018**  
**LOWER ONE**

<p>Unless indicated on this form and written permission has been requested, it will be assumed that your daughter will be collected at 3.30pm.</p> <p>Please indicate if you wish your daughter to take part in After School Club with a tick in the relevant box.</p>	<p><b>ASC</b> 3.40pm - 6pm</p>	<p><b>MODE OF TRANSPORT</b></p>	<p><b>DESIGNATED ADULT</b></p>	<p><b>DESIGNATED ADULT'S MOBILE NUMBER</b></p>	<p><b>TUBE / TRAIN / BUS DETAILS</b></p>
<p><b>MONDAY</b></p>					
<p><b>TUESDAY</b></p>					
<p><b>WEDNESDAY</b></p>					
<p><b>THURSDAY</b></p>					
<p><b>FRIDAY</b></p>					