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PRIMARY SCHOOL WALVIS BAY (Incorporated association not for gain) 21/95/0111

WALVIS BAY PRIMARY SCHOOL AFTERCARE POLICY

PURPOSE

Our aim is to create a relaxed and structured environment where learners can work. We are dependent on parents' positive support to motivate their learners to respect the authority of their caregivers. In this way other positive characteristics, such as honoring of norms and values of Walvis Bay Primary school.

AFTERCARE POLICY AND PROCEDURE FOR PARENTS

At Walvis Bay Primary school, we succeeded to develop an Aftercare service where learners feel happy and cherished. Good communication between parents and Aftercare facilitators ensures that learners are very happy at Walvis Bay Primary schools' Aftercare.

THE AFTERCARE STRIVES TOWARDS

- *a safe homely environment where learners can relax and thrive under the supervision of caring staff during the school week after school hours;*
- *a system which ensures that learners will attend extramural activities offered by the school, punctually and safely;*
- *help with homework during a particular time slot, although the final responsibility for checking and revision rests with the parent;*
- *and grouping according to age / phase as far as possible so that the approach to each individual is suited to his/her developmental level.*

MANAGEMENT

The Aftercare facilities are run by a management team, consisting of the School Director, HoDs and the Aftercare coordinators/ teachers.

STAFF

- The school employs fulltime employees and students studying towards becoming teachers

DROPPING OFF, FETCHING AND SIGNING OUT OF LEARNERS

- Learners should please arrive on time (14h00) and should be picked up on time. **No later than 17h15.**
- No learner will be allowed at the aftercare if the learner is more than 15 minutes late.

SAFETY

- The safety of learners is not negotiable and is therefore a priority. If an Aftercare learner does not arrive at Aftercare, staff will follow the following procedure: check the messages on the group etc.; check the schools' register for absenteeism.

- The supervisor / facilitator on outside duty will ensure that no unauthorized people enter the play area.
- We must know who may or may not collect learners. Parents must inform the school either telephonically or in writing, should a learner be going home with a friend, otherwise the learner will not be allowed to leave
- It is thus very important that the school is aware of any extra mural activities that your child should attend. A written programme of extra mural activities, signed by the parents, is preferred.

ABSENCE FROM SCHOOL/AFTERCARE

- It is the parents' responsibility to inform the Aftercare Facilitator/ teacher when a learner is going to be absent from aftercare for any reason. This will assist to keep better control over Aftercare learners. The following procedures have to be followed:
 - ✓ Phone to inform the School Secretary, who will notify Aftercare.
 - ✓ Phone or SMS the Aftercare Facilitator on the Aftercare cell phone number provided.

DISCIPLINE

- Aftercare was created to assist learners with their schoolwork. It is thus very important to note that the school has **a zero-tolerance policy against learners who disrupts the class** and makes it impossible for the teacher on duty to do his/her tasks. If a learner is repeatedly guilty of serious offences e.g. inappropriate behaviour, disciplinary measures will be taken, according to the Code of Conduct of the school and the **learner could also be refused the aftercare for a short period of time or expelled completely.**
- No Bad language and behaviour will be tolerated and will definitely be addressed. Fighting is unacceptable. Nobody may pick up the learner from aftercare if it was not arranged in advance by the parents in writing.