

Late Room Policy

Policy number	PS018
Applies to	Prep School
Endorsed by	Headmaster
Responsibility	Headmaster
Date reviewed	June 2023
Next review	June 2024

- The Late Room operates from 16.15-17.45 on Monday - Friday. It is based in The Inky Library and other ground floor rooms in the Inky and is supervised by the Late Room Supervisor. A member of the Senior Leadership Team will also be on duty at these times.
- All boys on the School Estate after 16.30 will be expected to use the Late Room unless they are attending an organised activity; boys should not leave the estate and then return into School except in exceptional circumstances. In which cases, permission should be sought from Head of Year
- Any boys attending an after-school activity who are not being picked up immediately after the activity ends will also be required to sign into the late room until their parents arrive.
- Any boys booked into Eagle House need to go straight to Eagle House at 16.10

Process

- All boys will sign in on arrival to the Late Room and complete the timeout box when they leave
- All boys should be collected by their Parents by 17.45 unless a prior booking has been made in advance with Eagle House
- Parents will be required to sign out their son unless they have given written permission for their son to be collected by another named adult to Allison Brattle, Late Room Supervisor.
- Parents will also be required to give written permission for their son to leave the School Estate at the end of Late Room if they are not collecting them in person - e.g. If they are being collected at Burnaby Road, walking home, or walking to the Train Station by themselves. (Boys waiting at Burnaby Road should wait by the Security Hut until collection)

Expectations

- All boys using the Late Room will be expected to behave in an appropriate manner.
- All boys using the Late Room should bring prep, and a reading book, to the Late Room. They will be expected to work on their prep, read a book, or be engaged in a quiet activity, until they are collected by their parents. They will not be allowed to play games or use mobile devices.

Variations

- All Y7 & Y8 will be permitted to sign themselves out of the late room but only if parents give their permission at the beginning of the year.

After 18:00

- Any boys not collected from the Late Room by 17.45 will be taken first to the dining hall by the Matron of Eagle House at 18.00 and after that to Eagle House. A charge may be made for this service. The gates to the Prep School will be closed at 17.45 so boys will need to be collected via Burnaby Road or from Eagle House
- Where parents have not signed their children out of the late room a follow up telephone call is required and failing any response then a standard email should be sent.