



## **BEFORE & AFTER SCHOOL CLUB POLICY**

'The best for Every Child'

## AIMS

To ensure children are provided with a safe, secure and friendly environment in which they can enjoy a healthy, nutritious breakfast under the supervision of caring staff from 7.30am – 8.50am and a snack from 3.30pm-6.00pm daily.

## OBJECTIVES

- To provide a welcoming, safe, secure environment for pupil before the beginning of the school day from 7.30am to 8.50am and from 3.30pm to 6.00pm.
- To enable pupils to enjoy a healthy, nutritious breakfast in line with the Club's Healthy Eating Policy before the start of the school day in a pleasant, relaxed atmosphere.
- To employ caring supervisory staff.
- To provide a calm play environment for pupils.
- To provide an affordable service to parents and carers.

## PROCEDURES

### Booking Arrangements

- The Before and After School Clubs will open daily during term time but closed for INSET days and statutory holidays.
- Parents and carers must book and pay in advance. Sessions are to be attended in agreement with the school and should be pre-booked.
- The charge per session for our Breakfast Club is £3.30 per child regardless of time of arrival. The charge per session for our After School Club is £8.30 per child and subsequent siblings will be charged at a rate of £7.30 for the next child and £6.30 for any further children regardless of time of pick up.
- Payment is via our Parentmail Online Payment System, childcare vouchers or Tax Free Credit scheme. The new Government Tax Free Childcare system allocates every child with a reference number, **please ensure you inform the office of this number.**
- Non-payment of fees may result in the withdrawal of the service to the parent/carer.
- Extra sessions can be booked **subject to availability** – please contact the school office on 0113 2253040.
- One term's notice will be given by school of any proposed variation in fees.
- One month's written notice is required if you wish to withdraw your child from either club.
- It is vital you inform us if your child is not attending a club, including illness.
- If you wish to cancel a session your child is booked in for, please let us know as soon as you can. Please note that refunds are only available for long term absence such as illness which last longer than six school days.

## **Registration**

- An attendance register will be taken daily. Newcomers will be added to the register.
- In case of an emergency where children have to be evacuated from the building, the register will be taken and children checked against it to ensure they are all present.
- Parents are required to sign out their child/ren from After School Club.

## **Staffing**

There is one BASC Manager, together with Assistants on duty depending on number of pupils attending. All staff will be DBS cleared. The ratio of staff to children is 1:8.

## **ORGANISATION**

- Any child absences can be reported to the school office, using Parentmail/Absences or telephoning 01132253040.
- The Club is open to all pupils of Cookridge Holy Trinity CofE (A) Primary School from Reception to Year 6. They are held in the small school hall.
- The maximum number of places available is capped on a daily basis.
- For Breakfast Club the pupils will be welcomed by the Club staff who will register the children. Children will then order their breakfast.
- As the children finish their breakfast, they will leave the table and join in any of the activities laid out in the hall.
- Children are encouraged to demonstrate good table manners and behaviour throughout.
- Breakfast will stop being served at 8.25am in order to allow sufficient time to clear away food and crockery.
- For After School Club after registration the children will have the opportunity for the first half hour of each session to do their homework etc – this will be a quiet time at the start of each session.
- Children will enjoy a healthy snack in line with the Club's Healthy Eating Policy. As with our Breakfast Club children are encouraged to demonstrate good table manners and behaviour throughout.
- The children will then have the opportunity to join in any of the activities laid out in the hall – or outside weather dependent.
- The child's details, medical conditions, parents/carers' contact details, an additional emergency contact name, address and telephone number are kept securely in school.
- Parents are to bring their child/ren through the main office door and walk through school to the Club. When leaving please leave through the main door to ensure all other external doors are kept shut/secure.

## **Behaviour**

Both Clubs follow the School's Behaviour Policy.

All children are expected to behave well, show respect, be polite, look after equipment and resources, and be co-operative and courteous to staff and to each other.

Children who do not behave well or do not show respect for staff or each other will have three opportunities to improve their behaviour. If, after the third time, behaviour is still an issue, the parent/carer will be informed and the child's behaviour will be monitored closely. Should behaviour continue to be a problem, the school reserves the right to withdraw the place at the Club for the child either temporarily or permanently.

## **Communications with Parents**

- Verbal communication with parents/carers bringing children.
- Written notes to parents may be given to the child to hand over to their parent/carer or a text message if necessary.
- Parents/carers may make appointments with the BASC Manager or Headteacher to discuss matters pertaining to either of the Clubs.

## **Medicines**

The school would prefer that medicines are not brought into the Club, however, if your child is on medication, you must hand the medicine in to the Supervisor and complete the necessary documentation. Medicine may be collected at the end of the school day from the school office – unless your child attends the After School Club and then it can be collected from there.

## **Personal Property**

- All items of clothing should be clearly marked with the child's name.
- Children should not bring in any electronic devices or other valuable personal property as the Club cannot accept responsibility for loss or damage to it, however it may have been caused.

## **Fire Precautions**

Children should exit out of one of the small hall doors leading to the bottom playground and assemble in a line on the school playground.

A register will then be taken to ensure all children are present.

## **First Aid**

First Aid will be provided in line with school procedure and a note issued to parents if necessary.

## **Risk Assessment**

A risk Assessment has been carried out for Breakfast Club and is held in the school office.

## **GDPR -Confidentiality of Documents**

All confidential documents are kept securely in school and will be destroyed in accordance with the Information Management Toolkit for Schools, [www.IRMS.org.uk](http://www.IRMS.org.uk).

## **Complaints**

We hope that you never have cause to complain, but if you do, please follow this procedure:-

1. Firstly, speak to the Breakfast Club Manager; your concern may be quickly allayed by them.
2. If you are still not satisfied, please make an appointment to speak to the BASC Manager or Headteacher.
3. If you are still not satisfied, you will need to put your complaint in writing and address it to the school Governors following the School's complaints procedures policy. A copy of the policy is available on request from the school office.