



Manor Primary School Before and After School Club Policy

Approved by governing body: December 2019

Due for review: January 2021

Introduction

Manor Primary School Breakfast Club and After School Care exists to provide quality out-of-school-hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The Breakfast club operates from 7.45am – 8.50am and After School Care is from 3.15pm – 6.00pm term time, and current costs for each session can be obtained from the School Office. A copy of this policy is provided to all parents of children attending the Club and is also available on the school website.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending Manor Primary School are eligible to attend the club.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club. The registration form also forms the basis of the contract between parent and the school.
- Non contracted pupils are welcome to use the club provided there are spaces and parent/carers have previously completed the registration process.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Arrival and Departure

Breakfast Club

- Parents/carers are required to bring their child directly to the club and sign them in. You should enter via the main office doors and sign your child in. Staff will come to the entrance to collect children at 7:45am. Later arrivals should ring the Breakfast Club door bell and a member of staff will come to the door.

- Robins children are escorted to their classroom by staff and handed over to the Robins staff at 8:40am.
- Other children are released onto the playground at 8.40am (or to their classroom in wet weather) where the Headteacher or another member of staff is on duty.

After School Club Collection

- After School Club Leader will be on the playground at the end of the school day where teachers will release the children to their care.

Departure

- When a child is collected at the end or during a session, they must be signed out by a parent/carer or named collector at the time recorded.
- The parent/carer or named collector must inform a member of After School Club staff that they are collecting and signing out a child.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents must inform the school if their child is going to be absent from Club.

Typical Daily Routine for After School Club

- 3.15pm – 3.20pm children collected on the playground then go to the hall or classroom base to be signed in by the club staff.
- 3.20pm – 4:30pm Children who attend club can bring with them a healthy snack if they wish and drinks will be provided. Children can then choose from a range of planned and unplanned activities either indoor or outdoor.
- 4.30pm – 6.00pm – Snack will be provided. This will consist of a bread based snack such as toast, crumpets or pancakes with a choice of toppings, fruit and a drink. Planned activities will be offered but children will have the chance to request activities and have free play.

Behaviour

The school behaviour policy will be applied. Whilst attending children are expected to:

- Follow school rules and values.
- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy time at the club.

Positive behaviour is encouraged by:

- Staff acting as positive role models

- Praising appropriate behaviour.
- Sticker rewards.
- Informing parents about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from an activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour. If after consultation with parents and the implementation of behaviour strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and parent/carer.

First Aid

- All accidents will be recorded in the Club accident book, accurately reported to the parents/carers upon collection and signed by a member of the Club staff and parent.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider. Parents of any child who becomes unwell during Club will be contacted immediately. If a child is sent home during school hours, the Club will be informed of their absence. If medication is required to be administered at club please fill in the correct forms at the school office to be passed to the Club together with the medication. Any medication administered will be recorded on the Medicine Record. Medication must be returned to a parent/carer only at the end of the session.

Supervision and Ratios

It is for the headteacher to decide what constitutes a safe level of supervision. This will take into account the age and needs of the children. A maximum ratio of 1 staff member to 15 children will be used as a guide. There will always be a second member of staff, usually a senior member of teaching staff, within sight or sound of the club, who can support if needed, supervise when children are taken to be collected and in case of any emergencies.

Missing or uncollected children

Children are head counted according to the roll call at the start of the session to match the numbers expected on the daily register. Children are head counted as they move around school e.g. from classroom to hall or to go outside. When completing the register at the start of a session if a child who is meant to be present does not arrive, a member of the club staff will liaise with the office regarding their whereabouts. Parents will be contacted to find out where they are if their whereabouts cannot be placed at the start of the session.

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child.
- Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted and parents.

Uncollected children

If a child has not been collected by 6.00pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed. A charge will be levied for late collection. A fee will be applied for late collection from 6.10pm onwards of £1 per minute per child. This charge will be added to the following months invoice.

Payment of Fees

Fees must be paid in advance preferably by Parent Pay for Breakfast Club and for After School Club based on sessions required. If you use the club on a regular basis you can pre load Parent Pay with sufficient funds to cover that week's sessions booked.

It is a requirement of the club that parents pay their fees promptly and keep their Parent Pay account in credit at all times. Fees are paid in advance, and payment is due for all contracted sessions even if your child is unable to attend their booked session.

The parent signing the club registration form is known as the 'contracting parent' and is responsible for payment of fees. If a parent is experiencing difficulty with payment of their fees, they should contact the office staff as soon as possible to discuss. Our staff will treat all matters confidentially and arrange discussion in private.

It is possible to pay fees via Parent Pay or childcare vouchers. Please let us know on the registration form your preferred method of payment.

Procedures for payment of fees

Breakfast Club

- Pre booking of sessions is required
- Payment is in advance of session used via ParentPay
- Attendance of sessions is checked once a week and a text message will be sent to remind of unpaid fees.

After School Club

- All attended sessions both casual and regular use will need to be booked in advance using the booking form – this is available from the school office
- Payment needs to be in advance of the booking unless discussed with the office manager
- Additional time used based on your signing out times on the club register will be debited to your parent pay accounts and billed the subsequent month.

- Payments for additional time should be checked by the parent and any queries should be raised with the office immediately.
- Casual use sessions must be paid for on the day the session is taken.
- Payments can be made by Parent Pay or by childcare voucher provider. If using a childcare voucher provider please quote your child's name and Manor as reference.
- If payment is not received by the due date the parent will risk losing their childcare place.
- If payments are late there is a £5.00 per week late fee that will be incurred.
- Four weeks' notice must be given to reduce the number of sessions pre booked.
- Four weeks' notice must be given to resign your childcare place.

Related Whole School Policies

- Safeguarding policy
- Equal opportunities policy
- Health & Safety policy
- Administration of medicines policy
- Positive behaviour policy

Appendices

- Appendix 1: Registration form

Signed: _____ Headteacher Date:

Signed: _____ Chair of Governors Date: