



Early Birds and The Orchard Wrap Around Club Policy

**Before and After School Provision Policy
September 2019**

Orchard Fields Community School aims to at all times to provide high quality care for all children and are committed to promoting Equal Opportunities and supporting children with Special Needs.

Within a safe, secure and nurturing environment we will encourage and support children to:

- Adopt a 'can do' attitude
- Be focused and resilient
- Challenge and question
- Be independent learners
- Be respectful and inclusive of other cultures and religions
- Be well-mannered and caring
- Be healthy

As a result, the children at Orchard Fields will:

- Have pride in their work, school and themselves
- Be capable of independent and collaborative learning
- Be confident to challenge yourself
- Have ambitious aspirations
- Become good citizens who contribute to our community
- Enjoy school life and have fun

This Policy reflects our duties under the Equality Act 2010 to; eliminate discrimination, advance equality of opportunity and foster good relations.

Purpose of Provision

To provide a range of services and activities - often beyond the school day, to help meet the needs of children, their families and the wider community.

For our parents/carers to access affordable childcare at our school until 6pm.

Introduction

We are proud to be able to offer 'breakfast club and after-school care' to our families at Orchard Fields Community School.

Objectives for our Before and After School Provision

- To provide a welcoming, safe, secure environment for pupils from 7:30am and after the school day ends, until 6pm
- To provide an affordable service to parents/carers
- To employ caring supervisory staff
- To provide a calm play environment for children in Early Birds and the Orchard Wrap Around Club.

We believe that our wrap around care will:

- support improvement in standards

- enable our parents/carers to return to work and so reduce the number of children living in poverty
- enable our children to have fun and develop wider interests/new skills
- enhance support for vulnerable children and those most at risk
- provide additional opportunities for staff in our school

Staffing

There will always be two members of staff running the after school provision club, at least one of whom is a qualified first aider and has at least a level 3 qualification and there will always be a member of staff who has had specialist safeguarding training on site. In addition to this, the Headteacher and/or a Senior Leader will also be on site, as will the cleaner in charge for locking up.

Two members of staff one of whom has specialist safeguarding training and first aid run the Early Bird Club. Also on site there will be the site manager and other staff members. All staff will have current Disclosure Barring checks in place and are registered on the single central register.

All staff who work within Early Birds and The Orchard Wrap around club have enhanced DBS and have had current Disclosure Barring Checks as well as at least Generalist Safeguarding training.

The staff running the session, all of whom have the appropriate qualifications for preparing food, prepare the snacks.

When 2 year-old children attend either Early Bird or The Orchard after school they will be based in the Pips room, which is specifically set up for 2 year-olds. A dedicated member of staff will be based in the room and the procedures set out in the Pre-Nursery policy will be adhered to. At snack time they will join the other children to help develop their social skills and then return to the Pip's room and a dedicated member of staff will support the children when they are having breakfast in the hall. They will have their own table and then be collected and taken to the Pips room by a member of the Pips team.

Head of After School Care Provision

Headteacher of Orchard Fields Community School

Contingency arrangements for staff absence and emergencies

If a member of staff is absent, a nominated and qualified member from the school staff will cover.

Organisation

A copy of each child's registration document containing contact and medical details will be kept in a file in the school office and taken into the Orchard during the sessions. A daily

attendance register is kept, and each child is collected by a staff member and registered. First Aid incidents are recorded and reported in line with the school first aid policy.

Fire procedures

Fire drills will be carried out regularly. The club follows the evacuation procedures displayed in the school.

First Aid

There is a qualified First Aider available at all times. If First aid is administered, a record is kept on the relevant form, a copy of which will be sent home with the child.

Medication

We would not expect a child in the after school club to need medication other than for chronic conditions, such as an inhaler. All medication is located in the main Office/First Aid area. A record sheet will be kept showing date and time of any usage.

Insurance

Insurance cover is provided by School's Insurance Policy.

Policies

The After School Provision falls within the usual policies and procedures of Orchard Fields Community School. These policies are regularly reviewed and updated by the Governing Body, in line with government requirements and legislation. Equal opportunities will be provided for all children regardless of gender, race, religion or special needs.

Admissions Policy

- Children aged between 2 and 11, who attend Orchard Fields Community School.
- Admission will be on a first come, first served basis, with exception of siblings of children already attending the club who will have priority.
- You must inform staff if your child has specific dietary needs or food allergies.
- Admission is conditional on the following undertakings by the parent/carer:
 - Fees are promptly paid, in advance, on a weekly basis
 - The behaviour of the child is acceptable for the safe and efficient running of the club. School policies, including Behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards.
- Occasional bookings can be taken at the discretion of the school staff •
- In the case of occasional absence e.g. illness, please telephone the school on: 01295 263324 to confirm non-attendance.

Orchard Fields Community School is not a profit-making organisation and all extra funds will be used for the benefit of the children. Absence from a booked place cannot be refunded.

In the event of unpaid fees for longer than a week, children will not be able to attend the clubs until debts are paid and fees are paid in advance. In the event of repeated bad debts, parents will be asked to remove their child from the club.

Pricing/Charging Policy

The After School Provision is self-sufficient. The attendance fees are designed to cover all costs and this is managed by Orchard Fields Community School. This includes:

- Staffing - for 2-3 year olds the staffing ratio follows the statutory guidance
- Food/drink
- Equipment and resources for activities
- Day-to-day running costs

It may be necessary to change fees from time to time; however, parents/carers will be informed as to the reasons why such an increase is needed, with a term's notice.

Fees are still applicable if child is absent. Tax Credits and Childcare Vouchers are accepted.

If your child is absent through illness, attending a club in school or on a family holiday, fees will still be due. If your child is attending one of the yearly residential trip organised through school no payment shall be required.

Costs

Early Birds

For **2-3 year-olds** the cost for Early Birds is **£3.00** per day from **7:30am** until **8:45am**.

For **4-11 year-olds** the cost for Early Birds is **£2.00** per day from **7:30** until **8:45am**.

The Orchard

For **2-3 year-olds** the cost per session is **£10** and for **4-11 year-olds** is **£7.50** per session. Within the daily charge are the snacks and drinks offered every day. It is intended that children will still require a meal when they get home.

Cancellation of a place must be given 24 hours in advance. Payment are to be made weekly in advance. Failure to pay on time may result in the withdrawal of a place at the club.

Behaviour

Children are expected to adhere to the School's Behaviour Policy although it is recognised that the atmosphere of the club will be more informal. Our Behaviour Policy is based on a whole school approach to positive reinforcement and modelling good behaviour. The role of the parent in accepting responsibility for their child's behaviour will be an integral feature of the partnership between home and the Clubs. Parents of children who refuse/cannot conform to an acceptable level of behaviour in Early Birds or the Orchard Wrap Around Club will be contacted. Removal of a child's place will be a final sanction from such provision when all possible strategies have failed.

Late Collection

It is understood that occasionally parents/carers are unavoidably held up. If this is the case, we will of course continue to provide care. However, please note that the door is locked at 6.00pm. Children who are uncollected incur an overtime charge of £3:00 for every 15 minutes, or part thereof, after 6.00pm in order to cover the additional staff costs incurred. We will try to make contact on the phone numbers provided, but in extreme circumstances, uncollected children with no adult contact available, after school closure, are considered abandoned and we are advised that the correct procedure is to place the matter into the hands of Social Services and/or the police.

Adopted: September 2019

To be reviewed: September 2020

Signed: Chair of Governors

Signed: Headteacher