



**St James C of E Infant School**  
**Early Birds and After School Club Policy**  
**January 2018**

St James C of E Infants runs very popular Breakfast and After School clubs, which have been established for many years. The Breakfast Club runs from 7.45am to 9.00am each school morning. The After School Club runs from 3.15pm to 5.15pm. The Club is managed on behalf of the Governing Body by the EBASC Committee which is made up of Governors and Staff.

The Breakfast and After School Clubs are available for use by current St James Infant School pupils only.

**Bookings**

Booking for the Breakfast and After School Clubs should be made in advance through the school office. 48 hours notice should be given for bookings and 24 hours notice given for cancellations. The Club reserves the right to charge for sessions booked but either not used or cancelled at short notice.

**Charges**

Charges are made per session irrespective of drop off or pick up times. Currently the charges for the clubs are £3.00 for Breakfast Club and £6.00 for After School Club. Bills are issued monthly at the end of the month. Parents may use childcare vouchers if they wish.

**Snacks**

Snacks are provided for both Breakfast and After School Clubs. For children arriving in the Breakfast Club before 8.30am, toast and a drink are provided. For children using the After School Club beyond 4.00pm, a range of snacks and drinks are provided. If children have a specific dietary requirement then the club will try to accommodate this or alternatively parents can provide snacks themselves.

**Location**

Both the Breakfast and After School Clubs are run from the Scafell classroom. The Scafell exit is onto the bottom school yard should be used for entering and collection from the Breakfast and After School Clubs. The main entrance to the school is kept locked when the clubs are in use.

**Activities**

We offer a range of activities within the clubs. There is a programme of activities which is displayed around school. Games and toys are widely used but children can also do drawing, reading or sometimes watch DVDs if they wish. The clubs also have resources for outdoor play in fine weather when many structured activities are organised for the children if they want to participate. We also understand if some children prefer some quiet time, particularly in the After School Club, and space is provided for this too.

Our After School Club also incorporates the Homework Club. This is special time set aside for individual children to work with a Senior Teaching Assistant on any aspect of their homework whether this is maths games, reading etc. Homework Club places are limited and must be arranged through the school office. Places in the Homework Club are offered free to children qualifying for the Pupil Premium but are also available to other children at the above rate.

**Late Collections**

Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff. The charge will be £10 per child for every 15 minutes beyond the end of the session. This amount is invoiced separately to standard invoices for care and is payable within one week.

Due to the impact persistent late collections may have upon the personal commitments of our staff, should late collection become a regular habit, we reserve the right to suspend the child's place within our after school club.

### **Uncollected Children**

If a child is not collected at the end of the session, we follow the following procedures:

- The child's file is checked for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting - and whose telephone numbers are recorded on the Registration Form - are contacted.
- All reasonable attempts are made to contact the parents or nominated carers.
- The child does not leave the premises with anyone other than those named on the Registration Form or in their file.
- The Club Coordinator will then contact a member of the Senior Leadership Team who will return to school. They will then contact the Cumbria Safeguarding Hub on 0333 2401727
- The child stays at school in the care of two members of staff until the child is safely collected either by the parents or by a Children's Services social worker.
- In the event of Children's Services being called, and responsibility for the child being passed to a child protection agency, the member of the Senior Leadership Team will attempt to leave a further telephone message with the parent, carer or designated adult's answer phone. A note will be left on the front door of the school informing the parent, carer or designated adult of a contact number for Children's Services. The note will reassure them of their child's safety and instruct them to contact the local social services department.
- Children's services will aim to find the parent or relative. If they are unable to do so, the child will become "looked after" by the local authority.
- Under no circumstances are staff to go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded in the child's file.

**Policy dated 1<sup>st</sup> February 2018**

**Review date February 2020**

**Policy Signed by: *C Brown* School Business Manager**

**This policy will be reviewed every 2 years**