

## **Before and After School Care Policy**

### **Mission Statement**

Everyone at St John of Beverley RC Primary School knows we are part of God's family.  
We share, play and learn together and try to be the best we can be.

### Purpose of the policy

- To describe how the school delivers a Before and After School Club service which is affordable, sustainable and of quality.

### Aims

Through our Before and After School Club we intend to:

- Provide opportunities for fun, enjoyment and learning through a range of activities.
- Encourage children to develop friendships between age groups and work together cooperatively and as part of a community.

### Hours

- Before and After School Club runs during term time Monday to Friday.
- Before School Club will start at 7.15 a.m. and finish at 8.50 a.m.
- After School Club will start at 3.30 p.m. and finish at 5.45 p.m.
- All spaces are subject to availability based on pupil/staffing ratios.
- Places are allocated on a first come first served basis.
- Children can be collected at any time during the hours the club runs but there will be no discount for early collection.
- The club is open to all children from Reception to Year 6.
- Children will be escorted to the club by staff at the end of the school day.
- Children attending school clubs after school will be registered at 3.30 p.m. in the school hall and then collected from their respective clubs by the After School Staff at 4.30 p.m. and escorted to the After School Club.

### Admission, booking procedures and payment of fees

- Regular slots should be booked one term in advance.
- If using on an ad hoc basis telephone bookings must be completed with the school office prior to a child attending the club. Bookings for Before School Club need to be made no later than 3 p.m. the day before. Bookings for After School Club need to be made no later than 12 noon on the day.
- Payment will be for full sessions only i.e. no discount for early collection.

- If your child is attending an after school activity and is to attend After School Club from 4.30 p.m. the full cost of the session will be charged.
- Emergency contacts must be up to date with the school office.
- Should you no longer wish your child to attend their regular booked sessions you must give at least one full week's notice in writing. This includes by email.
- Fees must be paid through our online payment system. Parents will be notified by text or email of any outstanding amounts with instructions on how to pay on line.
- The school accepts vouchers and the childcare tax free system. If you wish to use these methods of payments you must inform the school office prior to attendance at the club.
- If fees are not paid, the school will write to the parent/carer and a formal warning may be issued informing the parent/carer that continued late payment will result in their child's place being withdrawn.

### Absence

- If your child has been booked into Before or After School Club in advance and their place has not been cancelled by 12 noon on the day or 3 p.m. the previous day for the Before School session and they are absent from school the fees are still payable.
- There will be no charge if the child misses a session due to an school educational or residential trip.

### Venue

- Before and After School Club is based in the Learning Lodge. Different activities are carried out in other locations within the school premises.

### Register and Collecting

- A register of children who attend After School Club is taken at the start of each session. This register is filed in the After School Club folder which is kept in the school office.
- Parents/carers should drop off/collect their children from the Learning Lodge, entering through the pedestrian access gate on Wilberforce Crescent and crossing the playground to the Learning Lodge on the school field.
- There is a bell button to ring on the external door to alert staff who will come to meet at the door and sign the child out.
- Parents/carers must ensure a member of staff is informed before leaving with their child so that the child can be signed out.
- If a parent is unable to collect their child as arranged, they must call the number at the bottom of this policy immediately.
- If someone else will be collecting a child, the office staff must be informed by telephone up to 4.30 p.m. and club staff on the direct telephone line after 4.30 p.m.
- Children **will not** be allowed to leave on their own.

### Late collection

The club closes at 5.45 p.m. to enable staff to tidy up and finish on time. **There is no facility for an extension to this time.**

- If a child has not been collected by the end of the session, parents will be contacted in the first instance by telephone. The additional contacts parents have been provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, the police and Social Care will be informed.
- If a child is picked up late a charge of £5 will be made for every 15 minutes beyond the collection time. This will commence from the third time the child is collected late.
- We follow the East Riding of Yorkshire Safeguarding Children Board Policy and Procedure for Primary Age Children not collected from school at the end of the school day which could result in Children's Services involvement.

### Snacks

- Children will be provided to with a healthy snack at the After School Club. Children attending the Before School Session will be able to access cereals from 7.15 a.m. They will be taken over to the school Breakfast Club at 8.30 a.m. where they will be able to access cereals, toast etc. included in their morning session fee.
- Fresh drinking water is available to the children at all times. No fizzy drinks or glass bottles should be sent in.

### Activities/ Provision

- A range of activities are planned each session for the children to take part in. These may include role-play, crafts, reading, cooking, computers/iPads, learning & discovery, outdoor activities, as well as an opportunity to complete homework.
- The ages of the children are considered when planning activities to ensure they are appropriate.

### Behaviour

- Children and staff are expected to follow the School's Core Values and British Values whilst attending the Before/After School Club.
- The school's behaviour policy will be followed. Only in extreme cases will a child be excluded for a fixed term or permanently. If this is deemed necessary, the Head Teacher or a member of the senior staff will meet with staff to discuss the reasons for their decision.

### Health & Safety

- Staff must follow the St John of Beverley RC Primary School Health and Safety, E-Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- The procedures to follow in the event of a fire or evacuation are detailed in the Fire procedures folder for After School Club.
- All staff must make themselves familiar with the above documents.
- In case of emergency (such as medical or absent child) a member of the Senior Leadership Team will be informed immediately and procedures followed.

### First Aid

- There will be a qualified first aider on site during sessions.
- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded in the After School Club's accident book and a medical form will be completed. The accident will be reported to the parent/carer when collecting their child.
- Parents/Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- All staff must be made aware of the children who have Individual Health Care Plans and the contents will be shared with staff with the consent of parents.

### Staffing

- All staff will adhere to the St John of Beverley RC Primary School Staff Code of Conduct and all school policies.
- The maximum number of children will not exceed a ratio of 1 adult to 15 children 1:15
- All club staff will be DBS checked and will attend Child Protection induction and/or training. All staff will be familiar with the St John of Beverley RC Primary School Child Protection and Safeguarding Policy and related documents and be clear about how to deal with safeguarding concerns.
- Staffing arrangements are considered to meet the needs of children who have special needs.
- The club will be led by a qualified member of staff. In the event of the Leader being absent, an experienced member of staff will lead the club and a senior member of staff will remain present on the school site.

Enquiries regarding bookings and payments: 01482 882487 (School Office)

Enquiries/Contact during the session: Number to be confirmed (Out of School Club Staff)

Policy Drafted by	Angela Nicholl and Linda Hall
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