

# Healey Primary School



## Before and After School Club Policy

## **Rationale**

The safety of pupils is our priority whilst they are in our care at school. Healey Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We aim to provide equality of opportunity and a positive attitude to all pupils and staff.

Healey Primary School provides before and after school activities to cater for children who need wrap-around care. Our staff provide a range of indoor and outdoor activities when the weather and time of year allow.

## **Aims**

The Before and After School clubs provide quality wrap-around care for pupils at Healey Primary School. It aims to:-

- Support working parents by providing before and after school child care from 7.30am until 8.50am and from 3.20pm until 5.30pm respectively.
- Offer the children breakfast each morning and a light snack at the end of the school day in a safe and friendly environment.

## **Booking and Payment**

Parents who wish to use either of our clubs need to book the sessions online in the app.

Places are limited to 40 in each session.

The booking system is used to determine the register of children attending before and after school each day. Once a session is full and the club is at capacity, parents will be unable to register their children for that session. Sessions cannot be booked or cancelled within 24 hours of the start time of the session.

Staffing is calculated from the number of children who are registered to attend daily. Therefore, it is imperative that parents only book the days they know they definitely need. This is to ensure places in the club are not taken from other families who need them and that the club is not inadvertently overstaffed.

Should a place for a child be booked and the child does not attend on the session requested, payment for with-holding a place will still be charged.

We understand that plans change and the system will allow cancellations / changes up to 24 hours before the session starts. This will enable the place to be re-allocated and therefore result in no charge. Cancellations within 24 hours of the session starting, will still be chargeable.

Charges for attending the club are processed on School Gateway App when the session(s) is booked. Payment needs to be made to complete the booking. Please be aware that the session(s) will not be booked until a successful payment has been made. Payment can be made by debit card, childcare vouchers or the through the Government Gateway.

We cannot allow debt to accumulate – in a situation where the Childcare vouchers / Government Gateway Payment has not been received within 5 days of the booking, parents will be suspended from using the club until all payments have been received.

### **Before School Procedures**

Our Before School club operates between 7.30 am and 8.50am and the club is accessed via the main entrance to the school. The session costs £5.00.

Cereal, toast and a drink is offered and a range of indoor activities are planned. At 8.50am children are dismissed from the club to their classrooms.

### **After School Procedures**

Our After School Club operates between 3.20pm and 5.30pm and children are collected from the main entrance to the school. The session costs £7.00.

### **Extra-Curricular Clubs**

Attendance at an extra-curricular club does not exempt a child from the BSC/ASC charge if they arrive before the start of the extra-curricular club and are cared for by BSC staff, and if they attend after the end of the extra-curricular club and are cared for by ASC staff.

### **Late Collection at the end of the School Day**

The school day ends at 3:20pm. Parents and carers are expected to collect their child promptly at this time.

A 10-minute grace period is permitted to allow for unforeseen delays. After 3:30pm, any child who has not been collected will be placed into After School Club (ASC) to ensure their safety and supervision.

The full ASC session charge will be applied and is payable by the parent/carer, regardless of the length of time the child remains in ASC.

Repeated late collection may result in further review or follow-up in line with the school's attendance and safeguarding procedures.

### **Late Collection at the end of the After School Club**

In the event of a child being collected after 5.30pm a late charge will be applied (£10 standing charge then £10 per 10 mins thereafter); whatever the reason for the delay. In this instance we will attempt to contact the main carer and any other emergency contacts. At 5.45pm, if the child has still not been collected, the Headteacher will be informed and will make a decision whether to contact social services and/or the police.

Repeated late collection of a child from the club, after being notified by the staff, may result in the child be prevented access to the use of the club and the families access suspended.

In the event of an unknown adult collecting a child, parents will be contacted to check whether the adult has authorisation to collect the child or not. **Parents have the responsibility of letting school know if someone different will be collecting their child.**

After school children go to the dining area where a register is taken before the club starts. A range of activities are planned, including play outside when the weather is good enough.

**Staff are responsible for:-**

- Planning a varied programme of activities
- Maintaining a safe, caring and stimulating environment
- Ensuring high quality care
- Ensuring staff are experienced, committed and have the relevant training in first aid, food hygiene and child protection
- Providing an inclusive environment

**Parents are responsible for:-**

- Updating school with any new emergency contact numbers
- Collecting children before the end of the club at 5.30pm
- Ensuring staff are aware if a different adult will be collecting their child
- Paying bills promptly for the sessions used

**First Aid**

There is always a first aider present at our out of school clubs, and any incidents will be dealt with according to school policy.

Parents of any child who becomes unwell during any club will be contacted. If a child is sent home during school hours After School Club will be notified.

**Missing or Uncollected Children**

In the event that a child goes missing, or leaves the premises intentionally, the following procedure will be undertaken.

- Senior staff will be informed of the missing child
- Club staff will search the inside and outside of the building. If the child remains missing parents and the emergency services will be contacted

**Exclusion from 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. If the behaviour of the child is unacceptable for the safe and efficient running of the club, parents will be informed of this by a senior member of staff in the first instance and a warning will be given. Any additional unacceptable behaviour will result in the child being excluded from the club for a period of time deemed appropriate by senior leaders.

**Related School Policies**

Health and Safety Policy  
Child Protection Policy  
Whole School Food Policy  
First Aid Policy