

Before & After School Club Policy 2024 - 2025

Aims

· To provide an affordable, after school childcare facility for parents/carers.

· To provide a welcoming, safe and secure environment for pupils before the beginning of the school day.

· To provide children with a nutritious snack at the end of the day in a pleasant, calm and relaxed environment.

Organisation

Breakfast club is open from 07.30am – 08.50am

· The club is available for pupils from Reception to Year 6. Including Nursery

Session Times

07:30am-08.50am

08.15am-08.50am

· After School club is open from 3.25pm – 5pm.

· The club is available for pupils from Reception to Year 6. Including Nursery

Session Times

* 3.25pm - 4.15pm
* 3.25pm – 5.00pm
* 4.14pm-5.00pm

Safeguarding and Health and Safety

· In accordance with Safeguarding arrangements, all staff involved in the running of the Before and After School Club have current DBS clearance. These records are held in the school office.

· Before and After School Club staff follow existing school policies and procedures for safeguarding, child protection and the code of conduct.

· A separate risk assessment has been completed for both the Before and After School Club.

· The schools Fire and Health & Safety Policy is adhered to by both the Before and After School Club.

· Where ICT equipment is used, they also follow the schools ICT policy and procedures.

Catering

· Water is available to children at all times.

· All allergies/intolerances should be notified to staff on the Allergies form.

Emergencies

· In the event of a serious accident or illness staff will contact the parent/carer or the nominated contact provided.

· All staff who supervise the Before and After School Club are First Aid trained and the procedures set out in the Schools First Aid Policy will be followed.

Sickness/Medication

· All medication administered will follow the existing school policy.

· All medical information provided by parents should be detailed on the medication form

Behaviour

· The school recognises the importance of positive and effective behaviour management strategies in promoting children’s welfare and enjoyment. Whilst attending After School Club, children will be expected to abide by the School Behaviour Policy. We reserve the right to withdraw a place in the event of unacceptable behaviour.

Fees (Per Child)

· Fees are payable at the point of booking via the ParentPay online payment and booking system.

· Fees will be reviewed annually by the Governors during the Summer Term and parents/carers will be notified of any changes.

· Bookings and cancellations must be made online 24 hours in advance. Bookings can be made at www.parentpay.com.

· Children arriving with no pre booking are likely to be turned away.

Cancellation

· Before and After School club bookings and cancellations can be made online 24 hours in advance. Refunds for cancellations will be returned to your ParentPay account.

· If your child is sick and absent from school, the school office will cancel the bookings on your behalf.

Refunds

· If the school cancels the club, a refund will be offered or the chance to carry payment forward.

Debt Recovery

· Should any debt occur for after school club bookings, a phone call will be made to discuss potential payment problems.

· 1 week after this phone call a final letter requesting immediate payment will be sent.

· If debt still remains outstanding, it will be referred to the Head Teacher and/or Governors for consideration and no further bookings for the Before and or After school club will be taken until resolved.