

**THE BEECHES BEFORE AND AFTER-SCHOOL CLUB POLICY**

# Introduction

Breakfast and After School Clubs at The Beeches Primary School exist to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 8.00am – 8.30am and from 3pm – 4.30pm term time, and current costs for each session can be obtained from the School Office. A copy of this policy is provided to all parents of children attending Club and is also available on the school website.

***All parents must complete a club letter/form for each child attending the club.***

# Admissions

* Only children attending The Beeches Primary School are eligible to attend Club.
* All places are subject to availability.
* The registration process must be completed prior to the child’s commencement at the club. This will be in the form of a club letter/form to be completed and sent to the office on a weekly basis. Details will be sent to parents by email 2 working days in advance of the start of the club week. Payment must be made in advance via ParentPay, otherwise your child cannot attend.
* All club staff are made aware of the details of a new child.
* Children’s attendance is recorded on a school club register.
* We are unable to make refunds once a place has been secured through payment on ParentPay

**Arrival and Departure**

**Breakfast Club**

* Parents/Carers are required to bring their child to the KS2 hall and enter the club via the Upper Hall door.
* The club start time is 8.00am-8.15am. Please bring your children on time.
* Children will be escorted or sent to class after the club.

**After School Club**

Collection of Children

* Staff will escort children in years R to 3 to the club
* Children in years 4 to 6 will be sent to the club.

The club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure

Please collect your child at the end of the club session promptly. If there are children left behind after the club finishing time then a fine will be issued to the parent for late collection.

* Parents/carers must ensure that any person who may collect their child is listed on their child’s record and permission given by parent.

If a child is not going to attend the club session then parents can inform the school office.

# Daily Routine

Breakfast Club

* 8.00am children come to a hall area where a range of activities are set out.
* 8.00am children wishing to have breakfast wash their hands ready to enjoy fruit and a yoghurt.
* 8.25am tidy up time encouraging the children to take responsibility for the environment.
* 8.30am children collect their coats and bags and go to class.

Afternoon session

* 3.00pm children arrive at club.
* 3.05pm – 4.30pm children will take part in a variety of activities: homework, art, sports
* children will be offered a snack.

# Behaviour

Whilst attending Club children are expected to:

* Use socially acceptable behaviour.
* Respect one another, accepting differences of race, gender, ability, age and religion.
* Choose and participate in a variety of activities.
* Ask for help if needed.
* Enjoy their time at the Club.

Positive behaviour is encouraged by:

* Staff acting as positive role models.
* Praising appropriate behaviour.

Dealing with inappropriate behaviour:

* Challenging behaviour will be addressed in a calm, firm and positive manner.
* In the first instance, if necessary, the child will be temporarily removed from the activity.
* Staff will explain why the behaviour displayed is deemed inappropriate.
* Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
* Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

# First Aid

* All accidents will be recorded on a school accident form, accurately reported to the parents/carer upon collection and signed by a member of staff.
* Accident records must give details of;time, date and nature of the accident,details of the child involved, type and location of the injury, action taken, and by whom.
* All incidents are dealt with by a qualified first aider.

Parents of any child who becomes unwell during Club will be contacted immediately.

# Uncollected children

If a child has not been collected by 4.30pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed. A fee will be applied for late collection which will be a minimum of £5.

**Related Whole School Policies:**

* Safeguarding and Child protection policy
* Equal opportunities policy
* Health and Safety policy
* Behaviour policy

# The Beeches Primary School

# Breakfast & After School Club Agreement

I …………………………………………parent/carer of ………………………………………….. have read and accept a copy of the club policy and agree to abide by the terms there in.

I accept that I am the ‘contracting parent’ for the above child and agree to make payments to The Beeches Primary School

The sessions in this contract are 8.00am – 8.30am and 3.00pm – 4.30pm

Parent Signature ……………………………………

Print name ………………………………………….

Date ……………………………………

Signed …………………………………………………………..on behalf of the school

Print Name ………………………………………………. Date ……………………….

# The Beeches After School Club

**Pupil Registration Form**

## PUPIL PERSONAL INFORMATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SURNAME:** |  | **FORENAME** |  | |
| **HOME ADDRESS:** |  | | | |
| **POST CODE:** |  | **TELEPHONE:** | |  |

### MOTHER/CARER INFORMATION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TITLE:** |  | **FORENAME:** |  | **SURNAME:** |  |
| **PHONE: Club time**  **Mobile**  **Home**  **Work** | | **1.** |  | | |
| **2.** |  | | |
| **3.** |  | | |
| **4.** |  | | |

### FATHER/CARER INFORMATION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TITLE:** |  | **FORENAME:** |  | **SURNAME:** |  |
| **PHONE: Club time**  **Mobile**  **Home**  **Work** | | **1.** |  | | |
| **2.** |  | | |
| **3.** |  | | |
| **4.** |  | | |

### OTHER CONTACT INFORMATION – Please provide at least two

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TITLE:** |  | **FORENAME:** |  | **SURNAME:** | |  |
| **PHONE: Club time**  **Mobile**  **Home**  **Work** | | **1.** |  | | | |
| **2.** |  | | | |
| **3.** |  | | | |
| **4.** |  | | | |
| **RELATIONSHIP TO CHILD** | |  |  | |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TITLE:** |  | **FORENAME:** |  | **SURNAME:** | |  |
| **PHONE:Club time**  **Mobile**  **Home**  **Work** | | **1.** |  | | | |
| **2.** |  | | | |
| **3.** |  | | | |
| **4.** |  | | | |
| **RELATIONSHIP TO CHILD** | |  |  | |  | |

## PUPIL – MEDICAL INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| **DOCTOR’S PRACTICE:** |  | **MEDICAL**  **CONDITIONS:** |  |

**Is there a current Health Care Plan in school? Yes/No**

**DIETARY INFORMATION**

 **Allergies …………………………………………………………………………………………………………**

###  Dietry Requirements…………….……………………………………………………………………..…

**Please specify further detailed information if you have ticked any of the above or would like to add any other relevant information:**

……………………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………..……………

**………………………………………………………………………………………….………………………**

## NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD

CHILDS NAME...................................................................................CLASS………………………….

Please provide on the list below the full names of all individuals authorised to collect your child from our Before & After School Club, including parents and carers.

|  |  |  |
| --- | --- | --- |
|  | Name | Relationship to the child |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |

**Please note: This information will also be held on our management information on our system which is presently Scholarpack.**