



# Before & 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 to 8.35am and from 2.35pm to 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 registration form and agreement 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.
- **The club letter will be sent out on a weekly basis ready for the following week.**
- **The completed club letter needs to be emailed back or handed in to the school office.**
- **Payment has to be made via ParentPay by 9.00am on a Friday ready for the following week, 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.

## Arrival and Departure

### Breakfast Club

- Parents/Carers are required to bring their child to the entrance. You should enter the club via the Upper Hall door for years 4 to 6 and the main school entrance for years R to 3, the staff will be waiting for the children.
- Children in years 3 to 6 will be sent to class after the club. Children in years R to 2 will be escorted.

### **After School Club**

#### Collection of Children

- Staff will escort children in years R to 2 to the club
- Children in years 3 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

- Children can be collected between 4.00 and 4.30 pm
- Children in years R to 2 must be collected by an adult on scholarpack.
- Parents/carers must ensure that any person who may collect their child is listed on scholarpack and that it is kept fully up to date.
- Parents must inform the School if their child is going to be absent from Club.
- 

### **Daily Routine**

#### Breakfast Club

- 8.00 to 8.15 am children come to a hall area where a range of activities are set out.
- 8.00 to 8.15am 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

- 2.35 to 2.50 children arrive at club.
- 2.50 to 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.
- Informing parents about individual achievements.

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 in the school accident book, 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 become unwell during Club will be contacted immediately. If a child is sent home during school hours, Club staff will be informed of their absence.

#### **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 therein.

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 to 8.35am and from 2.35pm to 4.30pm

Parent Signature .....

Print name .....

Date .....

Signed .....on behalf of the school

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