

# Coleham Primary School



## Extended School Club Policy

**For Breakfast and After School Club**

**Date of Policy: September 2017**

## Information for parents/carers

Coleham School provides childcare provision for its pupils via the Breakfast and After School Club.

## Aims

- To provide high quality childcare that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued.
- To maintain good relationships with the children encouraging cooperation and providing help and support.
- To have strong partnerships with parents/carers.
- To provide children with a nutritious breakfast and/or a light meal and drink at the after school club.
- To offer a range of structured and free play opportunities and activities to engage and stimulate the children and foster their independence and self esteem.

## Contacts

Mrs Jasper and Mrs Hilbert-Club payments.

Miss Ridgeway-Club Leader, all child related concerns, bookings and cancellations.

**01743 362668 and press 3**-Bookings and cancellations.

**07904 788605**- For After School Club collection and emergencies only!

## Prices

<b>Breakfast Club</b>	
Cost	£3.00
<b>After School Club</b>	
Cost	£8.00

We do not operate hourly charges. The price paid is per session and includes food and drink. (Therefore the price remains the same regardless of the length of time your child has actually spent at the club).

## Registration

A completed registration form is required for each child attending the Club detailing emergency contacts and medical information (allergies etc). Please keep Club Staff updated with any changes to these.

## Admissions Policy

We are a fully inclusive club open to **ALL** Coleham Primary School pupils. Should your child have any additional or special needs please record these on the registration form and speak to the Club Staff to ensure your child can be appropriately welcomed into the club.

## Breakfast Club

- Children will get a choice of cereals, fruit, yoghurts and toast to begin their day. Fruit juice, milk and water are available. Parents/carers are responsible for informing the Breakfast Club Leader of any dietary requirements.
- After the children have eaten, they will have the opportunity to get involved in a number of activities. Typical activities include, Lego or construction games, books, small world play toys, drawing or puzzles.
- The emphasis is on the children having the best start possible to prepare them for the school day. Children may participate in any activity offered to them but they are given the freedom to choose how they spend their time.
- The Breakfast Club is not responsible for the loss or damage to any items brought from home.
- At the end of the session, EYFS children will be taken to their respective classrooms by a member of staff. The KS1 & KS2 children will make their own way to their classrooms.

### Location

The Breakfast Club takes place in the main school hall.

### Opening Times

Breakfast Club is open from **7.45am-8.45am**

Breakfast Club operates on normal school days, Monday to Friday, Term Time only. Children may be dropped off between the opening times above.

### Bookings

The club accepts **30-40** children per session.

The club is flexible about attendance patterns to accommodate the needs of individual children and families. Bookings are taken on a strictly 'first come first served' basis. Children will be placed on a waiting list for particular sessions if the club exceeds this number, Parents/ Carers will be contacted once a place becomes available.

As there are limited spaces available, please book at your earliest convenience. However, please note **we are only able to take bookings up to one term in advance.**

For the safety of our children, **we do not accept short notice bookings. We will not accept bookings made for sessions in the same week.** This is so we can arrange the correct staffing numbers and prepare the registers on a Friday for the week ahead. Therefore we ask that cancellations are made where possible, at least by the previous Thursday at 3:30pm to the week the session is held in.



To book please call the main school number 01743 362668 and press 3 for Breakfast and After School Club. This is a dedicated message service for Breakfast and After School Club bookings.

Leave your name, your child's name and class and your contact number and Miss Ridgeway will get back to you.

Alternatively you may arrange sessions with the Breakfast Club Staff as you drop off your children.

## **Arrival and Signing In**

Please buzz in at the main gate and then again at the Foyer entrance area. Please wait for a member of staff to let you in. (The foyer is in sight of the Breakfast Club staff in the hall and a buzzer is located there, so staff should be with you promptly).

**We request that KS1 children are brought into school by their parent or Carer who should sign them in.**

## **After School Club**

- Children from EYFS will be collected from their classrooms by a member of club staff. Children from KS1 and KS2 will make their way to the GP room in the KS1 corridor where the register will be taken.
- Following registration, any child attending a separate after-school club activity will join the other children attending the activity. At the end of the activity, the teacher in charge will bring the children back to the After School Club staff.
- The children will be offered a selection of sandwiches and wraps or simple hot food, fruit, yoghurts and cakes or biscuits at 4:00pm approximately. Parents/carers are responsible for informing the After School Leader of any dietary requirements.
- The children will have the opportunity to get involved in a number of activities. Typical activities include playing on the adventure playground, exercise and team games on the playground, computer activities, board games, books, indoor sports such as table football and pool, air hockey and skittles, lego & construction toys, art & craft activities, films, drawing or puzzles or help with reading and homework.
- The emphasis is on play and children winding down after their school day. Children may participate in any activity offered to them and whilst there are structured activities they are generally given the freedom to make their own choices to promote self-confidence, independence and self-esteem.
- The After School Clubs is not responsible for the loss or damage to any items brought from home.

The club seeks to encourage and foster children's independence and self esteem by allowing them to make discussions as to how they want their club to run and how they would like their time to be spent at the club. We regularly seek to review the toys and activities that the club offers by listening to parent's and children's comments and responding accordingly.

## Location

The After School Club takes place throughout the school in a variety of locations such as the school hall, KS1 corridor and outdoor space using the playgrounds and adventure playground.

The school is often still busy after hours so the Club location is determined by a number of factors such as the weather, the type of activity the children are offered and any other school commitments that may be taking place such as concerts, after school clubs, school production, staff training etc.

## Opening Times

After school club is open from **3:00pm -6:00pm PROMPT**

The After School club operates on normal school days, Monday to Friday, Term Time only. Children may be collected between any of the opening times above.

We do not run the After School Club on the last Friday of each term and half term.

## Bookings

The club accepts **30** children per session.

The club is flexible about attendance patterns to accommodate the needs of individual children and families. Bookings are taken on a strictly 'first come first served' basis. Children will be placed on a waiting list for particular sessions if the club exceeds this number, Parents/ Carers will be contacted once a place becomes available.

As there are limited spaces available, please book at your earliest convenience. However, please note **we are only able to take bookings up to one term in advance.**

For the safety of our children, **we do not accept short notice bookings. We will not accept bookings made for sessions in the same week.** This is so we can arrange the correct staffing numbers and prepare the registers on a Friday for the week ahead. Therefore we ask that cancellations are made where possible, at least by the previous Thursday at 3:30pm to the week the session is held in.

To book please call the main school number 01743 362668 and press 3 for Breakfast and After School Club. This is a dedicated message service for Breakfast and After School Club bookings.

Leave your name, your child's name and class and your contact number and Miss Ridgeway will get back to you.

Alternatively you may arrange sessions with the After School Club staff as you collect your children.

## Going Home and Signing Out

The main school gate will be open. Please enter the Foyer entrance area and ring the After School Club mobile phone number to reach a member of staff. Your child will be brought out to you. We

realise it has been a long day and you are anxious to see your child but this is for the safety and security for all people in the school building.

**We request that all children are signed out by the parent or carer collecting your child. Please sign your child out by entering the time and parent/carer signature.**

After School Club Mobile Phone 07904 788605.

Please only use this for access to the school or emergencies between 3:00-6:00 pm school days.

We will only allow children to be collected by named individuals on the club registration form. Therefore it is important you keep us updated with any changes. Should you wish to change/add/delete a person's name to the list of who can collect your child/ren, please notify a member of club staff.

### **Late Collection of Children**

**Club staff vacate the school premises by 6:00 p.m, therefore please collect your child by 6.00 p.m. at the latest.** We realise there may be circumstances where parents are unexpectedly delayed but these should be a rarity and not frequently occurring. In the event of an unexpected delay in collecting your child please telephone **the after school club staff on 07904 788605** to let them know as soon as possible.

Late collection of children, unless notified, will result in staff following procedures for Non-Collection of a child.

- The child must stay with two members of staff at the school until they are safely collected. They will wait inside the school building, at the front entrance from 6:00pm.
- The Club Leader will contact the parent's mobile, place of work and home.
- The Club Leader will contact alternative documented person's from the After School Club Registration form and School emergency contact records to collect the child.
- The Club staff will remain in care of the child for half an hour after closure whilst continuing to contact all numbers given.
- The Headteacher will be contacted at 6.30pm. A decision will then be made with regard to contacting the police who will take responsibility of the child/ren and continue to try to contact parents/carers until successful.
- The Headteacher will be responsible for a full written report of the incident to be filed.

**The school reserves the right to charge for another session should collection exceed the 6:00pm deadline or withdraw the service if consistent late collection occurs.**

## **Breakfast and After School Clubs**

### **Cancellations**

Please cancel as early as possible, to allow another child to take the space.

For safety reasons registers for the week are prepared the Friday before. Therefore we ask that cancellations are made, at least by the previous Thursday at 3:30pm to the week the session is held in. **The school reserves the right to charge for sessions where cancellations have been made after 'the notice period' above regardless of attendance.**

**The club reserves the right to withdraw the service if parents do not follow cancellation procedures or frequently cancel sessions.**

To cancel please call the main school number 01743 362668 and press 3 for Breakfast and After School Club. This is a dedicated message service for Breakfast and After School Club bookings.

Leave your name, your child's name and class and your contact number and Miss Ridgeway will get back to you.

Alternatively you may cancel sessions with the Breakfast and After School Club staff as you drop off or collect your children.

If your child is absent from school for any reason, then please report this to the school office as you would normally and mention if your child was booked into After School Club. The office staff will inform the Club not to expect your child.

### **Payments**

Payment is to be made in advance via the ParentPay online payments system. You can sign up to this by requesting an activation letter from the school office and following the directions given. The system is very user friendly for parents/carers and enables you to make payments and check all your Club transactions and balances at a time convenient to you. If you are unable to pay using this method then please see Mrs Jasper. Parents should make sure their balance does not fall into arrears.

Childcare vouchers are accepted. Please contact Mrs Hilbert if you are using these for the first time to ensure we have set up your childcare voucher organisation.

**The club reserves the right to withdraw the service if payments are consistently in arrears. Please contact Mrs Hilbert if you have any concerns regarding payment.**

For children who are currently entitled to Free School Meals (not Universal free school meals) the cost of attending Breakfast Club will be covered for you on request.

### **Behaviour**

The school rules and behaviour policy will be followed to ensure consistency for the children. We expect good behaviour and respect for others. We use various techniques to encourage good

behaviour including praise and rewards. We use distraction techniques and discussion for unacceptable behaviour.

## **Safeguarding and Health and Safety**

- In accordance with safeguarding arrangements, all staff involved in the running of the Breakfast and After School Clubs have current DBS clearance and have received Child Protection, Fire Safety training. At least one member of staff per session will have received First Aid training.
- All staff follow existing school policies and procedures for safeguarding, child protection, supporting children with medical conditions, staff code of conduct, health and safety and fire safety.
- Where ICT equipment is used, staff follow the school's E-Safety policy and procedures.
- A separate risk assessment has been completed for the Breakfast and After School Clubs.

## **Accidents and Illnesses**

In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible, if deemed necessary. Basic first aid will be given by a qualified member of staff and the accident book filled in. The accident slip will be given to the parent.

## **Medication**

The Clubs follow the school's Supporting Children with Medical Conditions policy, which includes guidance and procedures on medicines in school and individual health care plans (IHCPs), and Asthma policies and procedures.

## **Equal Opportunities**

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equal Opportunities policy.

## **Complaints**

All complaints will follow the school's complaints policy.