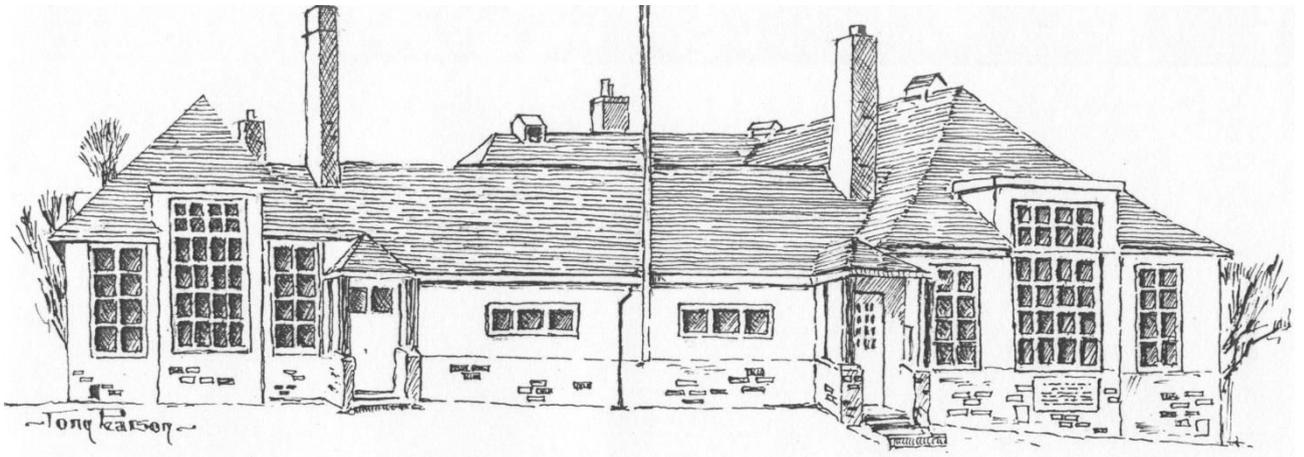


AFTER-SCHOOL AND BREAKFAST CLUB POLICY BYFIELD SCHOOL



Approved by: Full Governors

Date: January 2018

Last reviewed on: January 2020

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**Signed (Chair of
Resources):**

**Signed
(Headteacher):**

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Aims:

The Before and After-School Club is run by Byfield School and exists to provide affordable, sustainable, 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 – 8.45am and from 3.15pm - 5.30pm term time, and current costs for each session can be obtained from the School Office or breakfast and after-school club staff. A copy of this policy is provided to all parents of children attending Club and is also available on the school website.

Admissions

- Only children registered with Byfield School are eligible to attend Club.
- All places are subject to availability –we operate a ratio of 1:8 for breakfast club and 1:12 for after school club.
- Places are taken up on a 'First-Come, First-Served basis.'
- The after-school club and breakfast club use the contact details and allergy information provided to the school on the contact sheets.
- All parents will be able to view this policy via our school website.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.
- We reserve the rights to refuse a child who fails adhere to this policy.
- Admissions are conditional on the following undertakings:
 - Fees are paid promptly within the payment terms indicated on the invoice
 - The behaviour of the child is acceptable for the safe and efficient running of the club. School policies, including behaviour, apply in the same way as they do during the main school day.
- In the case of absence, e.g. illness, please telephone the school office to confirm non-attendance.
- If a place has been booked in breakfast-club or after-school club, and the child doesn't attend without their place being cancelled in advance, the parents will still be charged.
- Please note that school clubs will not run on INSET days or during the school holidays.

Arrival and Departure

Before School Club

- Parents/Carers are required to bring their child directly to club and sign them in. You should enter the club via the the main school entrance, the staff will be alerted to your arrival when you press the doorbell.
- Children in the main school building will go directly to class at 8:45. Children who are in the other building will be walked across by breakfast club staff and handed over to the teacher or teaching assistant.

After School Club Arrival

- Children from the infant block will be walked across to the main block by a teaching assistant or teacher.
- Children who are in the junior block will not go on the playground, but go directly to the library instead.

After School Club Departure

- Parents will gain access to the school via the front office by ringing the doorbell. The after-school club will have the doorbell receiver with them in the room.
- If the after school club are on the field or a different building, a sign will be put on the front door saying where parents can find their child.
- The parent/carer or named collector must inform a member of staff that they are collecting the child.
- When a child is collected at the end of or during a session, the after school club leader will record the time they were collected.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date. People not on the sheet will not be permitted to collect the child, unless the school has been provided with permission.
- Parents must inform school office if their child is going to be absent from Club.

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.

- Sticker rewards.
- Informing parents about individual achievements.
- Awards given out during Friday's whole school assembly for exceptional accomplishments.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, the child will be given a warning.
- In the second instance, the child will be moved away from where the problem is and encouraged to make the right choices.
- The third time a problem occurs, children will be given a time out. After a time out, if the problem continues, leadership of the school will have a conversation with parents, this may also include a day, week or longer ban from the club. The reasons and processes involved will be clearly explained to the child and their parent/carer.
- 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.

First Aid

- The **school first aid policy** is used when first aid happens in breakfast/after-school club, please refer to this for full details.
- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of after-school club/breakfast club 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 will be informed of their absence.

Food

- All allergies must be recorded on school data collection sheets.
- All staff preparing food must have food hygiene certificates
- Breakfast is provided for children at breakfast club, this could be a range of different breakfasts items for children to choose depending on what is available that day, consisting of cereal, toast, crumpets, spreads, yoghurt, fruit, cheese, among other items.
- After-school club children will be provided with a snack, which usually doesn't require any cooking, it may be, biscuits, popcorn, fruit, yoghurt, fruit bars, etc.

Missing or Uncollected children

Missing children

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child.
- Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.

Uncollected children

If a child has not been collected by 5.30pm 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 charge will be levied for late collection. A fee will be applied for late collection from 5.40pm onwards at £2 per ten minutes per child. This charge will be added to the invoice.

Payment of Fees

- All club members will have an invoice for the clubs attended directly from the school.
- Please see the school office for a list of prices.
- If prices are increased, 4 weeks' notice will be given.
- It is a requirement of the club that parents pay their fees promptly in accordance within 28 days.
- If a child is booked into breakfast or after-school club, and doesn't attend without cancelling beforehand, the parents will still be charged.
- The parent signing who is listed as first contact on the data collection sheets will be listed as the 'contracting parent' and is responsible for payment of all fees.
- If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.
- It is possible to pay fees via cash, cheque, standing order, or BACS payment.

Procedures for payment of fees

- Invoices will be sent out to the contracting parent.
- Invoices should be paid within 28 days.
- Payments can be made by cash, BACS or cheque payable to Byfield School to the school office.
- A receipt will be issued when payment of fees is made by cash or cheque upon request.
- If payment is not received by the due date this may result in a parent losing their childcare place.

Related Whole School Policies:

- Child protection policy
- Equal opportunities policy
- Health and Safety policy
- First Aid Policy
- Charging and Remissions Policy