
Chase View Before & After School Policy

Chase View Primary
School

Adopted: October 2017
Review: September 2020

Chase View Before and After School Club Policy

Committee	Finance and Personnel
Date Approved by Governing Board	September 2018
Next Review Date	October 2020

Aims

- To provide a childcare facility that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued
- To provide children with a nutritious breakfast and/or a nutritious snack and drink at the after school club.
- To have strong partnerships with parents/carers
- To provide a range of structured play activities to engage and stimulate the children.

Organisation

- The Breakfast Club is open Monday-Friday from 7:30am – 8:30am.
- The After School Club is open Monday-Friday from 2.55pm – 4.45pm
- The Clubs are available for all children from Reception age to Year 6.
- The Clubs are located in the Year 6 class room and IT suite. Parents/carers are asked to enter and collect their children from after school club via the community / Year 6 entrance past the office window.

Breakfast Club

Children will get a choice of cereals, toast or crumpets to begin their day. 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. These include:

- Computer activities
- Craft, drawing, puzzles

At the end of the session, children will go to their classrooms for registration.

After School Club

Children from Year 3 to Year 6 will line up and be collected from the Maths classroom (next to the IT suite) for After School Club registration.

The children will be offered a light snack and drink. Snacks may be crumpets or toast and a drink. Only snacks will be provided not tea. Parents/carers are responsible for informing the After School Leader of any dietary requirements. Typical activities will include:

- Art and craft activities (painting aprons/shirts will be provided)

- Sports activities and team games using the hall or playground
- 'chill out' area where books and comics will be available
- Lego and construction
- Board games

Parents/carers may donate toys and games to the After-School Club but children should not bring anything valuable from home.

The Breakfast and After School Clubs are not responsible for the loss or damage to any items brought from home.

Behaviour

The school rules and behaviour policy will be followed to ensure consistency for the children at club. We expect good behaviour and respect for others. We use various techniques to encourage good behaviour including praise and rewards such as stickers and certificates. The Breakfast and After School Club reserve the right to withdraw the service if a child's behaviour is consistently unacceptable.

Booking

Breakfast Club

It is **essential** that pupils are booked into the Breakfast Club by **at least 2:30pm of the day before** the session required. Booking may be made by telephoning the office or sending a letter in the day before.

There are a limited number of places available and therefore will be allocated on a first-come, first-served basis.

The cost is £2 per day, payable before the session starts.

After School Club

It is **essential** that pupils are booked into the After School Club by **at least 2pm of the day** the session required. Booking may be made by telephoning the office or by sending in a letter the day before.

There are a limited number of places available and therefore will be allocated on a first-come, first-served basis. **In an emergency**, a child may be booked into the After School Club on the same day by calling the office by 2.30pm.

The direct number for the After School Club is: 07903 652182

The cost is £2.50 up to 3.45pm and £5 up to 4.45pm.

Collection from the After School Club

Collection will be from the Year 6 external door. On collection, parents/carers are asked to sign their child out and record the time that they leave. Parents are asked to knock at the door and if there is no answer e.g. due to the children being outside, then parents are asked to ring the After School Club phone number. Children will only be handed over to the parent or person(s) indicated by the parent. If any other person is collecting the child, the Leader should be notified in advance.

- Fees are payable in advance.
- Fees must be paid by Parent Pay.
- Fees may be paid on the same day.

- If a late booking is made to the After School Club, payment **MUST** be made at the end of the session.

If, for some reason, payment is not made on arrival at the session in the case of the Breakfast Club or on collection from the After School Club, then payment **MUST** be received **within one school day**. If payment is not received within one school day, parents/carers will forfeit the opportunity to use the club for their child.

Fees will be reviewed annually by the Governors.

Cancellation

The only cause for cancellation would be school closure due to adverse weather conditions or problems with the school building e.g. no heating or water supplies. In the event of closure:

- A member of school staff will endeavour to contact individuals by telephone by 7:00am
- During adverse weather conditions school closure will be reported on the Staffordshire County Council website and our school website and all parents are contacted via our School App and text message.

Late Collection from After School Club

Collection after 4.45pm will incur an extra charge of £5.00 (If this is pattern behaviour)

Collection after 5:15pm will incur an extra charge of £20.00 (If this is pattern behaviour)

If a child is not collected by 5:15pm and the After School Club has not been able to establish contact via the parents/carers' numbers or via any emergency contacts then the school's Late Collection policy will be followed and Social Services will be contacted.

Staffing

Staffing follows a ratio of 1:13. If a member of staff is absent, the Head teacher will organise replacement staff. There is always another member of staff on site to support in case of emergencies or other incidents until the After School Club closes at 4.45pm.

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 CRB clearance and have also received Level 1 child protection training and Paediatric First Aid training.

All staff follow existing school policies and procedures for safeguarding, child protection, the code of conduct, health and safety policies and fire safety procedure.

Where ICT equipment is used, they also follow the school's E-Safety policy and procedures.

A separate risk assessment has been completed for the Breakfast and After School Clubs.

Communication with Parents

Staff will communicate verbally with parents/carers bringing children, which may involve passing a message to the class teacher.

Written notes to parents from the class teacher will be passed on via the Club Leaders.

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. Basic first aid will be given by a qualified member of staff and the accident book filled in.

Medication

The Clubs follow the school's Medical Conditions in School policy, which includes guidance and procedures on medicines in school and individual health care plans, and Asthma policies and procedures. These are available from the school on request or can be found on the school website.

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.