



Before and After School Club Policy September 2023



DIocese OF SOUTHWELL
& NOTTINGHAM
MULTI ACADEMY TRUST

Policy:	Before and After School policy
Approved by:	Accountability Panel 2
Date:	Autumn 2023
Review cycle:	3-yearly

VERSION CONTROL			
VERSION	DATE	AUTHOR	CHANGES
V2	Autumn 2019	MP	Change of logo and contact details upon joining SNMAT
V3	Autumn 2023	MP	Amended to reflect online booking system. Explicit details of age at which pupils may attend; previously contained within reference to pupil and staffing ratios.

The breakfast and after school clubs at St Mary's exists to provide high quality before and after school childcare for our parents. They provide a range of appropriate activities in a safe environment. The clubs operate from 7.30am – 8.50am and 3.30-5.30pm daily during term time and current costs for each session can be obtained from the School Office. Copies of this policy are given to all parents of children attending Club and are also available upon request.

Admissions:

Only children attending St Marys CE Primary School are eligible to attend Club.

- Places are limited to meet the recommended staff: pupil ratio and are subject to availability.
- Parents are made aware of how to access policies and procedures relating to both breakfast and afterschool club.
- Irregular users are welcomed provided there are spaces.
- All bookings are to be made on an online booking form available through the school office – telephone 01623 822518 or email: office@stmarysedwinstowe@snmat.org.uk
- Teachers are made aware of pupils in their class who attend the club.
- Children's attendance is recorded in a register.

Places are offered to pupils from Foundation Stage 2 to year 6. A place may be offered during the summer term prior to pupils entering Foundation Stage 2 where it is agreed that this would be appropriate and where this would not compromise staff to pupil ratios.

Arrival & Collection:

- Parents/Carers are required to bring their child directly to the club, located in the school hall, and hand them over to a member of staff.
- Children will be escorted to the relevant classrooms/playground at the appropriate time to start the school day.
- Children are to be collected at main reception at the end of after school club or from the side gate adjacent to the playground when playing outside.
- There is a separate doorbell for breakfast and afterschool club parents to alert staff
- There is a dedicated phone number for afterschool club: **07483 102617**

Daily Routine:

- From 7.30am onwards parents can bring their children to the breakfast club situation in the school hall and hand them over to a member of the breakfast club staff.
- Children arriving before 8.30am will be offered breakfast.
- 8.50am – Children will be escorted to their appropriate classroom where they meet up with the rest of the class awaiting the start of the school day.

Behaviour:

Whilst attending breakfast and afterschool 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 and make the most of their time in the club.
- Challenging behaviour will be addressed in a calm, firm and positive manner following the procedures set out by the school for behaviour control.

First Aid:

- Any accidents which occur at either club will be recorded in the school accident book and reported to the parents in the normal manner at the end of the school day.
- Accident records must give details of: time, date and nature of accident. Details of the child involved, type and location of injury, action taken and by whom.
- All school staff are first aid trained. Parents of any child who becomes unwell during the club will be contacted immediately.

Procedure for Payment of Fees:

- Payment of fees are to be made at the time of booking, or if booked over the phone, at the next possible opportunity.
- If sessions are booked but not paid for, an invoice will be issued requesting payment within 7 days.
- If a session is booked but then not used, payment is still required unless 24 hours' notice of cancellation was given.

Links to related policies:

- Safeguarding & Child Protection
- Charging & remissions Policy
- Behaviour Policy
- Anti-bullying Policy

Review:

- The School Governing body reserves the right to review and amend this policy statement from time to time, as appropriate.