

**Learning Together for Life**

*Jesus said, 'Love one another as I have loved you' John 15:12, New Testament ('Injil')*

# Stepney Greencoat

**Church of England**

**Primary School**



## **Before and After School Care Policy**

Policy Reviewed/Approved	By Committee, Individual Governor or Head teacher
Policy Renewal Date	AUTUMN 2024

## Introduction

At Stepney Greencoat Primary School we offer a chargeable Breakfast and After School provision for our pupils. The provision is in place to provide affordable, high quality childcare for our parents and carers.

Breakfast Club operates between 7:45am and 8:45am and the After School Club operates between 3:15pm and 5:30pm, over two sessions; 3:30 to 4:30pm and then 4:30pm until 5:30pm. For After School club, parents and carers can book children in for either the first session only, until 4:30pm or for both sessions until 5:30pm.

Both Breakfast and After School Clubs are operational during term time, with the exception of the After School Club on the last day of each term.

The booking arrangements and costs are available on the school website or by contacting the school office.

A copy of this policy is available on the school website.

## Admissions

- Only children attending Stepney Greencoat CE Primary School are eligible to attend our Breakfast and After School provision
- All places are subject to availability, on a first come, first served basis
- The registration process must be completed prior to a child's commencement at the club
- Payments must be made in full, in advance, on a half termly basis by the date specified on the booking form
- Once booked, refunds are not provided. The only exception to this is when the school is unable to provide the provision or the school removes a child from the provision due to continuous poor behaviour or repeated late collection
- Emergency places may be available. These places are chargeable at the emergency rate.
- Children's attendance is recorded in a register

## Arrival and departure

### Breakfast Club

- Parents and carers are required to bring their child to the main entrance at 7:45am where they will be collected by the Breakfast Club team.
- Children will be handed to their class teacher at 8.40am

### After School Club

- Children who are on the club register will be taken to the hall by a member of staff from their class and handed over to the After School Club team.
- The club staff will take a register of all the children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for
- Parents and carers should wait at the main entrance at 4:30pm or 5:30pm (depending on which session their child is attending)

- At 4:30pm and 5:30pm the children will be dismissed from the main entrance gate by the After School Club team
- Parents and carers must ensure that any person who may collect their child, is known to the school

### Daily routine

#### Moring session

- At 7:45am children will be collected from the main entrance gate by the Breakfast Club team and taken into the hall
- The Breakfast Club team will ask each child what they would like to eat from the breakfast choices and will prepare food for each child
- Once the children have finished eating, they're able to engage in a range of activities in the school hall including; colouring, playing board games, reading and small world play
- At 8.35am all children will be encouraged to tidy up the equipment
- At 8.40am children will be taken to their class teacher by the Breakfast Club team

#### Afternoon session

- At 3.15pm children who are on the register for an After School Club, will be taken to the hall by an adult from their class
- The After School Club team will take a register
- Children will be provided with a drink and hot snack
- At 3:25pm the After School Club team will sort the children into two groups, reflecting the two clubs on offer between 3:30pm and 4:30pm
- At 3:30pm the leader for each club will collect the relevant children from the hall and take them to the space where their club will take place
- At 4:25pm club leaders will take the children back to the hall and the After School Club Team will sort the children into two groups; those going home at 4:30pm and those staying for the next session
- At 4:30pm the After School Club Team will dismiss children to their parents or carers at the main entrance gate.
- The After School Club Team will provide children who are staying for the second session with a 10 minute outdoor playtime, before commencing the second session
- At 5:25pm children will be encouraged to tidy away the activities
- At 5:30pm the After School Club Team will dismiss children to their parents or carers, at the main entrance gate.

### Behaviour

Whilst attending club children are expected to:

- Follow the school expectations for expected behaviour
- Respect one another, accepting differences of race, gender, ability, age and religion
- Engage fully in the club they are booked into
- Ask for help as needed
- Enjoy their time at the club.

Positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- Following the rainbow system (see behaviour policy)

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner
- Breakfast and After School Club staff will seek assistance and support from the Senior Leader on duty as needed
- Staff will follow the rainbow system (see behaviour policy)
- Staff will encourage and facilitate meditation 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 implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Headteacher and Senior Leaders may decide to exclude the child. The reason and processes involved will be clearly explained to the child and their parents or carers.

#### First aid

- All accidents will be recorded in the school accident book and a copy of the accident slip will be given to parents or carers when they collect their child
- When a child has an injury to their head, they will also be given a bumped head sticker and parents or carers will be called to inform them
- All accidents are dealt with by a qualified first aider

#### Missing or uncollected children

Missing children

In an event, the Senior Leader on duty will be informed of the missing child

- A member of the Breakfast or After School Club team 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 at 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 30 minutes, the police and social services will be informed.

Persistent Late Collection will result in the school withdrawing the child's place in the provision.

### Payment of fees

Parents and Carers will be required to complete a booking form, in advance, on a termly basis.

Following the booking closing date, parents and carers will receive confirmation of place availability along with the cost of fees for the term. The fees will be broken down into two half termly payments.

The payment balance for the half term will be added to the parent or carers ParentPay account.

It is a requirement that parents pay their fees promptly, in accordance with the payment schedule. Fees are to be paid in advance and payment is due for all contracted sessions, even if your child is unable to attend their booked session.

Failure to pay the fees in advance of the commencement of the provision, may result in the offer of a place being withdrawn.

If a parent or carer is experiencing difficulty with payments of their fees, they should contact the Headteacher, as soon as possible. She will treat all matters confidentially and arrange for a discussion in private.

Related whole school policies:

- Child protection policy
- Equal opportunities policy
- Health and safety policy