

# HAYES MEADOW PRIMARY SCHOOL

Be the Best We Can Be



## Before and After School Club Policy

Policy adopted on .....01/09/2020.....

Review Date .....01/09/2021.....

Signed: Headteacher .....Sarah Sivieri.....

Chair of Governors .....Margaret Wainwright



# Hayes Meadow Primary School

## Before and after school club policy

### Introduction

Hayes Meadow before and after school club is run by Hayes Meadow Primary School to provide high quality out of school hour's childcare for our families. It provides a range of stimulating and creative activities in a safe environment.

The clubs operate from 7.30am – 8.50am and from 3.15pm – 6.00pm term time and the current costs can be obtained from the school office. A copy of this policy is available to all parents and also available on the school website.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

### Admissions

- Only children attending Hayes Meadow Primary School are eligible to attend
- Children are welcomed from Nursery to Year 6
- All places are subject to availability
- The registration process must be completed prior to the child's commencement at the clubs
- All parents will receive a paper copy of this policy and this policy is available to view via our school website
- All staff are made aware of the details of a new child attending
- Children's attendance is recorded on a register

### Arrival and departure

#### **Before School Club**

- Parents/carers are required to bring children directly to Breakfast Club via the main entrance at school.
- At 8.45am EYFS/KS1 children will be escorted to this classroom by a member of staff. KS2 children will make their way to class.

#### **After School Club**

- EYFS & KS1 children will be collected at the end of school by a member of staff. KS2 children will make their way to After School Club.

Club staff will take a register of all children and liaise with class teachers/school office to determine any reason why a child is not present.



## Departure

- When a child is collected at the end or during the session, they must be signed out by the parent/carer or named collector and the time recorded.
- Parents/carers must inform club if the person collecting will be different.
- Parents/carers must inform school of absence from sessions.

## Daily Routines

### Morning Sessions

- 7.30am - 8.45am parents bring children to before school club where activities are already set out.
- Children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.
- 8.35am tidy up time encouraging children to take pride and responsibility for their environment.
- 8.45am children collect their coats and bags, line up in years 1-6 and wait for a member of staff to escort them to their classrooms. EYFS children will be taken to this class by a member of staff.

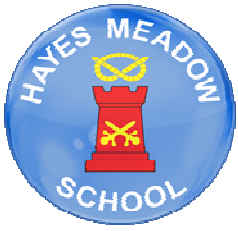
### Afternoon sessions

- 3.15 EYFS children are taken to after school club by a member of staff. KS2 children make their way to the mobile classroom. Timings may depend due to staggered end times for pupils during COVID-19.
- 3.45pm – 4.00pm children are offered snacks and then encouraged to clear away their own plates, cutlery etc. Once refreshed children can choose from a range of planned activities both indoor and outdoor (weather dependent).

## Behaviour

Whilst attending both clubs children are expected to

- Follow the school behaviour policy
- Use socially acceptable behaviour
- Respect one another, accepting differences without prejudice
- Choose and participate in a variety of activities
- Ask for help if needed
- Enjoy their time in club



Positive behaviour is encouraged by

- Staff acting as role models
- Praising appropriate behaviour
- Stickers and rewards
- Informing parents of individual achievements

It is inevitable that as children develop and learn. There will be times when they need support and guidance to understand that their behaviour is not acceptable. Staff at club will try to determine the cause or triggers of inappropriate behaviour to prevent the situation from recurring, taking into account the children's ages and stages of development.

When confronted with negative behaviour staff will be clear to distinguish between

*'Disengaged behaviour', 'disruptive' and 'unacceptable' behaviour.*

**Disengaged** behaviour may indicate that a child is bored, unsettled, or unhappy. With sensitive interventions staff will be able to re-engage a child in purposeful activity.

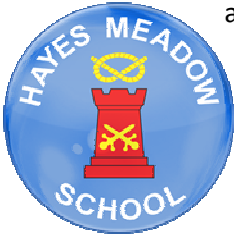
**Disruptive** behaviour describes a child whose behaviour prevents other children from enjoying themselves. Staff will collectively discuss incidents and agree on the best way to deal with them.

**Unacceptable** behaviour refers to non-negotiable actions and may include discriminatory remarks, violence, bullying or destruction of equipment. Staff will be clear that consequences will follow from such behaviour, including in the first instance, temporarily removing a child from the activity session.

Dealing with inappropriate behaviour

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity
- Staff will explain why the behaviour displayed is deemed inappropriate
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- The school's behaviour policy will be applied and incidents reported to class teacher or SLT.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
- Exclusion from before and after school club
- School policies including our behaviour policy apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable, for the safety and efficient running of the club, parents will be informed and a written warning given. Any additional unacceptable

behaviour will result in the child being excluded from the club for a period of time deemed appropriate by SLT.



#### First Aid

- All accidents occurring in clubs will be recorded in the accident book, accurately reported to the parents/carer upon collection and signed by a member of club staff.
- Accident records must give details of time, date and the nature of the accident and also details of the child involved, type of injury, action taken and by whom.
- All accidents are dealt with by a qualified first aider.

Parents of any child who becomes unwell during club will be contacted immediately. If a child is sent home during school hours, club will be informed of their absence. Parents/ Carers are responsible for ensuring their details are kept up to date at the Clubs.

#### **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 manager 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, parents and the emergency services will be contacted.

#### **Uncollected Children**

If a child has not been collected by 6.00pm parents will be contacted 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 as follows

- Late collection after 6.00pm will incur a charge of £4.50 per or part of every 15 minutes.

#### **Booking and payment of fees**

After School Club sessions need to be booked on the Monday of each week to ensure we have the correct staffing ratios to care for your children. If sessions are booked at short notice we will not be able to guarantee a space for your child. All bookings are to be made via the school office using the booking form or by booking the sessions you require on ParentPay. If you wish to cancel a session, we will need 48 hours notice of cancellation. If sessions are cancelled without sufficient notice you will still be charged for the session.



Breakfast Club fees are payable on the day that your child uses the club. Fees can be made in cash to the Breakfast Club staff or via ParentPay.

All sessions attended by children will be entered onto ParentPay so that any outstanding balances can be checked and paid for.

**Procedures for payment of fees**

- Payments can be made to the school office via cash or cheque, made payable to Hayes Meadow Primary School or on ParentPay.
- This charge will be payable immediately.



# Hayes Meadow Primary School

I.....Parent/Carer

Of.....(child's Name) have read and accept a copy of the before and after school club policy and agree to abide by the terms there in.

I accept that I am the 'contracting parent' and agree to make payments to the Before and After School Club each week before my child takes their sessions.

Parent Signature.....

Parent Name.....

Date.....