

# Holly Primary School



## Extended School Club Policy

**Breakfast Club and After School Club**

## Information for Parents / Carers

Holly Primary School provides extended childcare provision for its pupils via the Breakfast and After School Club.

### Aims

- To provide high quality childcare that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued.
- To maintain good relationships with the children encouraging cooperation and providing help and support.
- To have strong partnerships with parents/carers.
- To provide children with breakfast and/or a light snack and drink at the after school club.
- To offer a range of structured and free play opportunities and activities to engage and stimulate the children and foster their independence and self-esteem.

### Contact Numbers for After School Club

- School Hours **01623 477280** (08:00am – 4.00pm)
- After School Club **07377 897769** (3.30pm -5.30pm)

### Prices

<b>Breakfast Club</b>	
Cost	<b>£3.50 per session</b>
<b>After School Club</b>	
Cost	<b>£7.50 per session</b>

We do not operate hourly charges. The price paid is per session and includes food and drink. (Therefore the price remains the same regardless of the length of time your child has actually spent at the club).

### Registration

We use the emergency contacts and medical information (allergies etc) information held by the school. Please keep the school office updated with any changes to these.

### Admissions Policy

We are a fully inclusive club open to all Holly Primary School pupils. Should your child have any additional or special needs please speak to the Club Staff to ensure your child can be appropriately welcomed into the club. As the club is open to all children at school we do not have a limit of the amount of children who can attend. We will ensure that staffing ratios are in place to ensure all children are able to attend and access our extended provision.

# **Breakfast Club**

- Children have access to a choice of cereals, and toast to begin their day. Milk, juice and water are available. Any dietary requirements will be catered for.
- After the children have eaten, they will have the opportunity to be involved in a number of fun activities.
- The emphasis is on the children having the best start possible to prepare them for the school day. Children may participate in any activity offered to them but they are given the freedom to choose how they spend their time.
- At the end of the session (8.50am), EYFS and KS1 children will be taken to their respective classrooms by a member of staff. KS2 children will make their own way to their classrooms.

## **Location**

The main Breakfast Club takes place in the school hall.

## **Opening Times**

Breakfast Club is open from **7.30am - 8.50am**

Breakfast Club operates on normal school days, Monday to Friday, Term Time only. Children may be dropped off between the opening times above.

## **Bookings**

Bookings are taken and paid for via ParentPay. If you require a same day booking, please contact the school office.

## **Arrival and Signing In**

Please bring your child to the Breakfast Club staff to register your child.

If your child is not attending Breakfast Club due to illness, an appointment or for any other reasons can you please let the Breakfast Club staff know by leaving a message on the school telephone number or by email.

## After School Club

- EYFS and KS1 children will be brought by a member of school staff to the hall entrance so the children can be registered. **It is extremely important to inform the school if your child is not attending After School Club that evening due to sickness, appointments, or because you have made alternative arrangements.**
- Any child attending a separate school run after school club (eg Choir or Running Club) will join the other children attending the activity. At the end of the activity, the teacher in charge will bring the children back to the After School Club staff. **Attendance at these activities will incur no additional charge.**
- The children will be offered a light snack.
- The children will have the opportunity to be involved in a number of activities. Typical activities include playing on the playground, exercise and team games on the playground, board games, books, Lego & construction toys, art & craft activities, drawing or puzzles or help with reading and homework. A menu of activities will be published to parents/carers.
- The emphasis is on play and children winding down after their school day. Children may participate in any activity offered to them and whilst there are structured activities they are generally given the freedom to make their own choices to promote self-confidence, independence and self-esteem.

### Location

The After School Club takes place in the hall and the playground and the field (in the summer months).

### Opening Times

After School Club is open from **3.30pm – 5.30pm**

The After School Club operates on normal school days, Monday to Friday, Term Time only. Children may be collected between any of the opening times above.

### Bookings

Bookings are taken and paid for via ParentPay. If you require a same day booking, please contact the school office

### **Going Home and Signing Out**

We request that all children are signed out by the parent or carer collecting your child. Please sign your child out by entering the time and parent/carer signature.

We will only allow children to be collected by named individuals therefore it is important you keep us updated with any changes. Should you wish to change/add/delete a person's name to the list of who can collect your child/ren, please notify in writing who these persons are and pass this information onto the school office.

### **Late Collection of Children**

We realise there may be circumstances where parents are unexpectedly delayed but these should be a rarity and not frequently occurring. In the event of an unexpected delay in collecting your child please telephone the after school club staff on **07377 867769** to let them know as soon as possible.

Late collection of children, unless notified, will result in staff following procedures for Non-Collection of a child.

- The child must stay with an after school club member of staff at the school until they are safely collected.
- The Club Leader will contact the parent's mobile, place of work and home.
- The Club Leader will contact alternative documented person's from the After School Club Registration form to collect the child.
- The Club staff will remain in care of the child for half an hour after closure whilst continuing to contact all numbers given.
- Either the Head Teacher, Deputy Head Teacher or Assistant Head Teacher/s (as Designated Safeguarding Leads) will be contacted at 6pm. This would then become a safeguarding concern if this has been a regular occurrence. The Designated Lead Safeguarding Teacher will act accordingly.

**The school reserves the right to charge for late collection (£10) or to withdraw the service if consistent late collection occurs.**

# **Breakfast and After School Clubs**

## **Cancellations**

You may cancel your booking on ParentPay up to 24 hours in advance. Same day cancellations will be charged at the normal rate unless your child is not attending school due to illness.

**For safeguarding reasons it is important that you inform the Breakfast or After School Club or the school office if you do not intend to send your child to Breakfast or After School Club.**

## **Payments**

Fees are due in advance of the club and ParentPay will not allow you to book unless there are sufficient funds in your account.

Childcare vouchers are accepted. Please contact the school office if you are using these for the first time to ensure we have set up your childcare voucher organisation.

<b>Breakfast Club</b>	
Cost	<b>£3.50 per session</b>
<b>After School Club</b>	
Cost	<b>£7.50 per session</b>

**The club reserves the right to withdraw the service if payments are consistently in arrears. Please contact the school office if you have any concerns regarding payment.**

## **Behaviour**

The school rules and behaviour policy will be followed to ensure consistency for the children.

## **Safeguarding and Health and Safety**

- All staff follow existing school policies and procedures for safeguarding, child protection, supporting children with medical conditions, staff code of conduct, health and safety and fire safety.
- Where ICT equipment is used, staff follow the school's E-Safety policy and procedures.

### **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, if deemed necessary. Basic first aid will be given by a qualified member of staff and the accident book filled in. The accident slip will be given to the parent.

### **Medication**

The Clubs follow the school's Supporting Children with Medical Conditions policy, which includes guidance and procedures on medicines in school.

### **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 which can be found on the schools website.