



**Kilby St Mary's
C of E (Aided)
Primary School**

Before and After School Clubs Policy

Rationale

The safety of pupils is our priority whilst they are in our care at school. Kilby St Mary's Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We aim to promote equality of opportunity and a positive attitude to all pupils and staff.

The Government states that all schools will need to provide an extended day for all pupils, either on site or through linking with a local service provider. Kilby St Mary's Primary School provides before and after school activities to cater for children who need wrap-around care. Our staff provide a range of indoor and outdoor activities when the weather and time of year allow.

Aims

The Before and After School Clubs provide quality wrap-around care for pupils at Kilby St Mary's Primary School. It aims to:

- Support working parents by providing before and after school childcare from 7.45am until 8.50am and from 3.20pm until 5.45pm respectively.
- Provide planned play activities.
- Offer the children breakfast each morning and a drink and snack at the end of the school day in a safe friendly environment. Pupils staying for the ASC full session will receive a light tea.

Initial Admission Process

The Governing Body of the school is responsible for the admissions to the Breakfast and After School Clubs. Parents do not have a statutory right to appeal to an independent panel in relation to Club admissions so it is essential that all admission decisions can be justified by reference to the criteria outlined in this policy. **Places are allocated on a first come, first served basis.**

The school will hold a waiting list of applicants that have been unsuccessful. These will be listed in rank order in relation to the criteria. Should places become available during term time then places will be offered in accordance with the child's position on the waiting list. In the event of tie break the selection will be by open draw.

Admission Criteria

Governors will consider applications in accordance with the following criteria:

1. All children of single working parents and carers requiring full time care on a regular basis for three or more days per week.
2. All Children of working parents and carers requiring full time care on a regular basis for three or more days per week.
3. All children whose parents require care arrangements regularly on one or two days each week.
4. Other children at Kilby St Mary's Primary School.

Children from Year R to Year 6, who attend Kilby St Mary's Primary School, are eligible to attend these clubs.

1. Admission is conditional on the following undertakings by the parent/guardian:

a) **Fees are promptly paid in advance**

b) The behaviour of the child is acceptable for the safe & efficient running of the club. School policies, including Behaviour, 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.

2. In the case of occasional absence e.g. illness, please telephone the school office to confirm non-attendance.

3. For all clubs, children will be accepted on the day or without weekly/termly notice if there are unforeseen, unexpected circumstances. This is down to the discretion of club staff.

Booking and Payment

1. All bookings must be made online by accessing **schoolmoney.co.uk** and should be paid online in advance. The cost of each before school session, from 7.45am until the school starts at 8.50am, is £4.00.

2. The cost of each half after-school club session, from 3.20pm until 4.20pm, is £4.00.

3. The cost of each full after-school club session, from 3.20pm until 5.45pm, is £6.00. This price includes a light tea and a drink.

4. Failure to pay on time may result in the withdrawal of a place at the club.

5. A charge of £10 per child, per 15 minute period will be made for late pick up from the after school club. Until the late fee is paid, your child's place at the club will be withdrawn.

6. These fees are subject to change, with prior notice to be given of any changes.

7. All advanced payments are **NON-REFUNDABLE**, but may be carried forward if the **school is** notified by 9am on the date of booking.

*** Please note, we will be a cash free school from January 2018 and all payments will need to be paid online.**

Review and Monitoring

This policy will be reviewed annually by the Governing body.

Before School Club

Our before school club is available for all Kilby St Mary's pupils from year R-6. It operates between 7.45am and 8.50am where the children will be offered a breakfast of toast or cereal and cold drinks. There will be a range of activities available. Parents should drop off their Child/Children at the hall door at the rear of the school. Children will be walked to their class at 8.50am by club staff, with the exception of Year 5 and Year 6 children who walk to their rooms themselves. A member of school staff is on duty during this time every morning. The session costs £4 per day and is payable weekly or termly.

After School Club Monday – Thursday only

There are two sessions available, half session and full session. These are available to all children from year R-6, subject to availability. The half session operates from 3.20pm to 4.20pm. There will be a range of activities available, both inside and outside depending on the weather. This session costs £4.00 per day.

The full session operates from 3.20pm to 5.45pm. This session costs £6 per day and a light tea will be

provided for the children in the full session. Children can only be collected by their parent(s) or by an adult (over 16) who the parent has authorised to collect. In the event that a child is collected by someone unauthorised, the parent will be contacted to check whether the person can collect the child or not. If the parent cannot be contacted, then the child will not be permitted to leave the building with the unauthorised person. This is to safeguard them. Children should be collected from the dining hall door by 5.45pm at the very latest. If a child is not collected by 5.45pm, there will be a late charge of £10.00 per child, per 15 minute period to cover staffing costs. In this instance, we will attempt to contact the main carer and any other emergency contacts repeatedly. At 6.15pm, if the child has not been collected, the head teacher will be informed and will make a decision to contact social services and/or the police.

Club staff aim to provide the following:

A varied programme of activities

A safe, caring and stimulating environment

High quality care at all times

Experienced and committed staff with relevant training in first aid, food hygiene and child protection

A commitment to equal opportunities

Safe equipment

Sufficient numbers of staff are first aid trained and hold valid food hygiene qualifications

Parents Should

Make sure that emergency contact details and medical information held by the school is up to date.

Collect them promptly at the end of the session

Give notice if children are going to miss a session for any reason

Pay in advance

Exclusion from Before and After School Clubs

School policies, including Behaviour, 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 safe and efficient running of the club, parents will be informed of this by a member of the school's Senior Leadership Team in the first instance and a warning will be given to the child. Any additional unacceptable behaviour will result in the child being excluded from the club for a period of time deemed appropriate by the Head teacher.

Please note that school clubs will not run on inset days or during the school holidays.

After school club does not run on Fridays.