



<b>Headteacher</b>	Autumn 2023
<b>Review</b>	Autumn 2024

## Woore Primary and Nursery School Before and After School Policy

### Introduction

At Woore Primary and Nursery School we offer a Before School Care Club, After School Care Club and After School Activity Clubs during term time. Care Clubs are available to all pupils in the school and a small number of places are available to nursery pupils. Activity clubs are available to school aged children only.

### Aims

By providing extra-curricular activities, we aim to:

- Support working parents by providing care from 8.00-8.45am and from 3.15-5.30pm
- Provide opportunities for fun and enjoyment through a range of activities both indoors and out
- Extend learning and curriculum enjoyment through specific activity clubs
- Encourage children to work together cooperatively and across different age groups

### Admissions

Places in all clubs are limited according to staffing availability and are allocated on a first come, first served basis. The school will hold a waiting list of those who have been unsuccessful due to clubs being oversubscribed. Should places become available, then places will be offered in accordance with the child's position on the waiting list.

### Attendance

The office keeps a register of children booked into clubs and children's attendance is recorded for each session.

There may be occasions where your child may be absent from clubs due to appointments or illness. Please inform the office to confirm non-attendance in this case.

### **Booking sessions**

In advance of school clubs commencing, the school will inform parents/carers of club arrangements for the half term ahead. Care clubs will be available every day and specific activity clubs may change from one half term to the next.

Bookings for all clubs should be made directly on School Money by parents/carers themselves.

Children must be booked into clubs in advance of clubs taking place on a half termly basis. Where there are unforeseen, unexpected circumstances pupils will be accepted on the day of the club at the discretion of school staff, providing adequate staffing ratios are in place.

In the event of a session being cancelled by the school, we will contact parents/carers as soon as possible either by phone or text and arrange a refund through School Money.

### **Payment of Fees**

All activity clubs are charged at the same rate per hour (or part of an hour) at £3.50. Before school club is also charged at £3.50. The after-school care club is charged at £3.50 for the first hour (3.15-4.15pm) and £4.50 for the second, slightly longer session (4.15-5.30pm). These fees are subject to change, with prior notice to be given of any changes.

There may be occasions where costs differ from this if additional providers are offering clubs for the school. On those occasions, we will ensure that any differences in price are communicated with parents/carers.

It is a requirement that parents pay their fees promptly in advance of clubs taking place. **For before and after school care clubs, payment should be made two weeks in advance of the club booked.** Payment is due for all booked sessions even if your child is unable to attend their booked session, unless for reasons of sickness. Failure to pay on time may result in the withdrawal of a place at the club.

If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible.

### ***Procedures for payment of fees***

For parents/carers who have booked sessions at before and after school care clubs, these sessions will be added to your School Money account by the school administrator.

For specific activity clubs, parents can book into clubs themselves directly onto School Money. These clubs will be found in the 'shop'. Maximum numbers will apply and places will be allocated on a first come, first served basis. Full payment will be expected in advance for the half term for these clubs.

Please ensure that you log into School Money to make payments for booked sessions in advance of clubs taking place.

Where additional providers are running clubs such as sports clubs, payment arrangements and conditions may be different. This information will be communicated to parents/carers if this is the case.

### **Before School Care Club**

Our before school care club is available to all primary aged pupils and nursery pupils on a daily basis. Places will be limited according to staffing availability. The club is available from 8.00am until 8.45am.

A variety of activities will be offered for pupils and this will be based in the school hall. Breakfast is not provided in these sessions.

### **After school Care Club**

Our after school care club is available to all primary aged pupils and nursery pupils on a daily basis. Places will be limited according to staffing availability (particularly for 2 year olds). The club is available from 3.15pm until 5.30pm and can be booked on an hourly basis.

A variety of activities will be offered for pupils both outside and inside. The first hour is usually outdoor based and the second hour indoor based.

### **After School Activity clubs**

On a half termly basis a range of different activity clubs are offered and these may change from one term to the next. Activity clubs are available to school aged pupils only. We try to provide a range of different clubs to suit different interests. These clubs can also be weather/season dependent.

Prior to each half term commencing, school will inform parents of the clubs on offer for the following half term ahead in order that they can book into the clubs in advance. In some cases, out of school providers will be delivering clubs, such as sports clubs. Information for these clubs will be communicated at the same time as the activity clubs.

### **Staffing**

Clubs are delivered by our teaching assistants and school volunteers along with any additional providers such as sports coaches.

### **Behaviour**

Whilst attending all clubs, children are expected to display positive behaviour by respecting one another, sharing equipment and playing sensibly.

There may be occasions where children do display inappropriate behaviour. In these cases, the club staff will deal with the negative behaviours in accordance with our behaviour policy.

If a child continues to display inappropriate behaviour, parents will be consulted and the implementation of behaviour management strategies will be arranged. Should these strategies fail to improve a child's behaviour, the school may decide to exclude the child from the club for future sessions. The reasons and processes involved will be clearly explained to the child and their parent/carer.

### **First Aid**

Within school there will always be a qualified first aider on site for the duration of clubs taking place. All first aid equipment is easily accessible should the need arise. Accidents will be dealt with following our usual procedures and parents notified if first aid has been administered.

### **Safeguarding**

A designated safeguarding lead (DSL) will be available at all times for the duration of school clubs should a safeguarding situation arise. Club staff will notify the DSL if they require support or assistance with a safeguarding matter or for information sharing.

### **Late Collections**

All parents/carers should ensure they pick up their children promptly at the end of their child's booked session (unless picked up before the end of the session). If parents collect their children late from sessions, additional costs will be charged.

If collection has not been made on time and parents are 5 minutes late or more, parents/carers will be charged the full cost of the following hour. These fees will be added to your school money account.

### **Uncollected children**

If a child has not been collected by 5.40pm parents/carers will be contacted in the first instance by telephone. If parents are unavailable, the additional contacts parents have provided will be telephoned. If these contacts are unavailable after approximately one hour, the designated safeguarding lead will make the decision whether to inform the Police and Social Services.

### **Review and Monitoring**

This policy will be reviewed every two years unless changes to the policy are required within this period.