

Patrington CE Primary Academy



PATRINGTON
CE PRIMARY ACADEMY

Extended Schools Club Policy

Dated: June 2018

Review Date:

Review Period:

Introduction

The Breakfast and After School Club is run by Patrington CE Primary Academy and exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 8am – 8.45am and from 3.15pm – 5:30pm term time, and current costs for each session can be obtained from the School Office or the Breakfast and After School Club staff. A copy of this policy is provided to all parents of children attending either Club and is 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.

What are the key principles that underpin the management and organisation of the Breakfast and After School Club?

We wish to ensure that the children of our school are provided with supervised play activities in a safe and stimulating environment. One need only look at our out of school provision to see how greatly we value this opportunity for our pupils in the development of personal, emotional, social and intellectual capabilities. Children are consulted on their preference for activities.

What activities can we offer?

Furniture, equipment and toys are provided for a range of activities. These include art, cooking, sports and games, board games and puzzles, role play area, reading and storytelling, imaginative play and help with homework. The age of children is considered so that activities are appropriate.

Admissions

- Only children attending Patrington CE Primary Academy are eligible to attend Club.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website.
- Where places haven't been pre booked, pupils are welcomed to use the club provided there are spaces and parents/carers have previously completed the registration process.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Registration of pupils

- Pupils who attend Patrington CE Primary Academy will have their personal information recorded on the school's management system.
- Details of other adults authorised to collect your child must be provided using the appropriate registration form and a password agreed.

Arrival and Departure

Procedures are outlined in the Ebor Academy Trust Extended Schools Guidance for Arrival and Collection of Children

Daily Routine

Morning session

- 8am – 8.40am parents bring their children to Breakfast Club situated in the mobile building where a range of activities are set out.
- Children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast. The last serving of breakfast is at 8.25am.
- 8.35am tidy up time encouraging the children to take responsibility for the environment.
- 8.40am children collect their coats and bags. EYFS and Key Stage One children are escorted to their classes with the rest escorted to the playground where they meet up with the rest of the children awaiting the start of school.

Afternoon session

- 3.10pm children are collected, registered and taken to the club.
- 3.45pm – 4.00pm children will be offered a snack, staff members will sit with the children at this time. Children can then choose from a range of play and planned activities, both indoors and outdoors.
- 4.30pm a light tea is served
- All children MUST be collected by 5.30pm.

Behaviour

- Whilst attending Club children are expected to follow Patrington Primary Academy Behaviour Policy and Power of 3.
- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards.
- Informing parents about individual achievements.
- Breakfast and After School Club awards are given out during Friday's whole school celebration assembly for exceptional accomplishments.

Dealing with inappropriate behaviour:

- The school behaviour policy and traffic light system will be followed.
- Challenging behaviour will be addressed in a calm, firm and positive manner.
- Staff will explain why the behaviour displayed is deemed inappropriate referring to the behaviour chart.
- Staff will encourage and facilitate mediation 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 the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- All accidents will be recorded in the club accident book, which is monitored weekly by the SBM, accurately reported to the parents/carer upon collection and signed by a member of the Breakfast or After School Club staff.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.
- Parents of any child who become unwell during Club will be contacted immediately.
- If a child is sent home during school hours, Club will be informed of their absence.

Missing or Uncollected children

- Missing children
In the event that a child goes missing, the school policy will be followed.
- Uncollected children
 - If a child has not been collected by 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 approximately half an hour, the police and Social Services will be informed.
 - **No member of staff will ever take a child home.**

A charge will be levied for late collection.

- **A fee will be applied for late collection from 5:35pm onwards at £10 for the first half an hour. This charge will be added to the following week's invoice.**

Payment of Fees

- It is a requirement of the clubs that parents pay their fees promptly. Fees are to be paid in advance, and payment is due for all booked sessions even if your child is unable to attend their booked session.
- The parent signing the clubs registration form is known as the 'contracting parent' and is responsible for payment of all fees.
- If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

- Fees should be paid via Parent Pay.
- If payments are not made within 2 weeks, this may result in bookings not being accepted until the debt is cleared.

Related Whole School Policies:

Child protection Policy

Behaviour Policy

Equal opportunities Policy

Health and Safety Policy

Charges and Remissions Policy

Children Missing From School Premises Procedure

Ebor Academy Trust Extended Schools Guidance for Arrival and Collection of Children

Patrington CE Primary Academy Breakfast & After School Club Agreement

Iparent/carer of have read and accept a copy of the Patrington Primary Academy Breakfast and After School club policy and agree to abide by the terms there in.

I accept that I am the 'contracting parent' for the above child and agree to make payments to Patrington Primary Academy Breakfast and After School Club prior to each booking.

The sessions in this contract are 8.am – 8.45am, 3.15pm – 4:30pm and or 3:15pm - 5:30pm .

A fee will be applied for late collection from 5:35pm onwards at £10 for the first half an hour. This charge will be added to the following week's invoice.

Dates and times will be pre-booked as required.

Parent Signature

Print name

Date

Patrington CE Primary Academy Breakfast & After School Club Pupil Registration Form

PUPIL PERSONAL INFORMATION

SURNAME:		FORENAME	
HOME ADDRESS:			
POST CODE:		TELEPHONE:	

MOTHER/CARER INFORMATION

TITLE:		FORENAME:		SURNAME:	
PHONE: Club time Mobile Home Work	1.				
	2.				
	3.				
	4.				

FATHER/CARER INFORMATION

TITLE:		FORENAME:		SURNAME:	
PHONE: Club time Mobile Home Work	1.				
	2.				
	3.				
	4.				

OTHER CONTACT INFORMATION – Please provide at least two

TITLE:

FORENAME:

SURNAME:

PHONE: Club time

Mobile Home Work

1.

2.

3.

4.

RELATIONSHIP TO CHILD:

TITLE:

FORENAME:

SURNAME:

PHONE:Club time Mobile Home Work

1.

2.

3.

4.

RELATIONSHIP TO CHILD :

PUPIL – MEDICAL INFORMATION

Is there a current Health Care Plan in school? Yes/No

DIETARY INFORMATION

Allergies Veg/Halal

Please specify further detailed information if you have ticked any of the above or would like to add any other relevant information:

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DOCTOR'S PRACTICE:		MEDICAL CONDITIONS:	
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NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD

CHILDS NAME.....

Please provide on the list below the full names of all individuals authorised to collect your child from our Before & After School Club, including parents and carers.

	Name	Relationship to child
1		
2		
3		
4		
5		
6		