

Before and After School Policy

(Busy Lizards)



Gobowen Primary School is committed to offering extended school hours.

What is the purpose of this policy?

The purpose of this policy is to describe how the school delivers Before and After School Club facility, which is affordable, sustainable and of quality.

Aims

- To provide care for children within the school community that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued.
- To provide a range of structured play activities to engage and stimulate the children.

Organisation

- The after school club is open Monday-Friday from 3.00pm-5:30pm.
- The breakfast club is open from 7:45am - 8:45am.
- The club is available for children from Nursery to Year 6.
- The club is located on the school premises.
- Staffing arrangements are considered to meet the individual needs of children who have special needs **but unfortunately, we cannot offer 1:1 support for any child.** If the needs of a child cannot be met, then the school reserves the right to not admit the child due to a health and safety concern.

Children will be collected from their classrooms by the afterschool club member of staff and taken to the hall for registration. The children will be offered a light snack and

drink. Pupils staying for the later session will be fed at approx. 4:30pm. Typical activities will include:

- Art and craft activities.
- Sports activities and team games.
- Lego and construction.
- Board games.

We ask that no items are brought in from home as the afterschool club will not be responsible for any loss or damage.

Behaviour

The school rules and behaviour policy will be followed to ensure consistency for the children at the club. We expect good behaviour and respect for others. The before and after school club reserve the right to withdraw the service if a child's behaviour is unacceptable.

First Aid

The club has access to first aid and the member of staff will hold a current First Aid Certificate. All accidents will be recorded in the accident book and reported to the parents/carers on collection. 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

Safeguarding

All staff are trained in Child Protection procedures and follow the recording and reporting procedures identified in the Gobowen Primary School Safeguarding Policy.

Booking

It is essential that pupils are booked online into the before and after school club in advance. **NO BOOKINGS WILL BE TAKEN AT THE SCHOOL OFFICE.**

Bookings must be made the day before.

Fees and Payments

Before School

7.45-8.50 am: including a light breakfast and drink. £4.50

8.30-8.50 am: £1.50 (this includes a drink)

All children attending these clubs will be either sent to class or taken to class at the start of the day.

After School

15:00 - 16:30: including a drink and light snack. £6.00

15:00 - 17.30: including a drink and light tea. £12.00

Late fees

If you are late collecting your child at the end of their session, there will be a charge of £10.00 per 10 minutes.

Late collection fees will need to be paid immediately. Failure to do so will mean that your child will not be permitted to be booked in the future.

Cancellation

The only cause for cancellation would be school closure due to adverse weather conditions or problems with the school building e.g. no heating or water supplies. In the event of closure, a member of staff will contact parents as soon as possible. School closure through adverse weather conditions will be on the school website.

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.

What is our policy on Special Needs and Disabilities?

We are proactive in ensuring that any appropriate action is taken when a child is identified as such. Their welfare and development is promoted so that they have equal access to the play provision. Staffing arrangements are considered to meet the individual needs of children who have special needs **but unfortunately, we cannot offer 1:1 support for any child.** If the needs of a child cannot be met, then the school reserves the right to not admit the child due to a health and safety concern.

The special needs of children whatever their nature is treated with discretion, sensitivity and above all, confidentiality.

How do we safeguard the health and safety of everyone at the club?

The protection and safeguarding of the child is the first priority. The administration of medicines is carried out only under advice and according to school policy. A First Aid box is clearly identifiable and accessible. The registered person takes steps to promote safety and ensures precautions are taken to prevent accidents and procedures are in place for recording incidents in their eventuality. Actions are taken to minimise risks, and the premises are kept clean. This is particularly important in the area of food preparation where one member of staff must have possession of a Basic Food Hygiene Certificate.

Staff are trained in Child Protection procedures and follow these by handling concerns and allegations discreetly and sensitively. The staff at Gobowen Primary and Nursery School already work closely with the children, know them and are therefore in a position to notice changes. Children are secure and safe on the premises and children are not able to leave them unsupervised. Children are supervised at **all times**, the definition of supervision being ***within sight or hearing of a member of staff***. Procedures are in place for emergency evacuation in the event of a fire.

Complaints

All complaints will follow the school's Complaints Policy which can be found on the school website.

Reviewed: Sept 25

Next review: Sept 26