



Breakfast and After School Club Policy

March 2021

Purpose

To provide a safe, fun and sociable environment for Wood Ley Community Primary School children to be at school before and after the school day has finished, until their parents/carers come to collect them.

Aims

- ◇ To provide a club which meets demand
- ◇ To ensure children have a safe, fun and relaxing time after school
- ◇ To offer a range of activities to suit a variety of preferences
- ◇ To offer a flexible club, catering for different options/choices regarding pick up

Registering at the Club

Our club is open to all children who attend Wood Ley School full time. Children who wish to attend our club register with the school office, completing our Registration form and are given an *About Me* pack (Appendix 1). This is a booklet, along with a *password* sheet (Appendix 2), are completed by the children and their parents. This must be handed back to the school office or club leader in advance of the child commencing the club.

Bookings and Pricing

Bookings are generally made in advance on a Monday for the coming week ,ongoing bookings can be made, please advise should this be the case. Bookings can be made on an ad hoc basis although this is conditional to space in the club. Payment is required at the time of booking, although in the unusual event of a last minute booking that can be accommodated, payment can be taken by the end of the following day. Payment can be made via parent mail, please speak to the school office if you have difficulties with payment.

There are currently 3 options for use of the club:

Option	Includes	Price
1. Breakfast Club 7.45 – 8.40	Breakfast, a drink, time to play	£3.50
2. After School Club 3.20 – 5pm	A snack and a drink, time to play	£7:00
3. After School Club 3.20 – 6pm	A snack and a drink, time to play	£10.00

Cancellations must be made 24 hours in advance of any session. Failure to do so will result in a 50% charge being made. There will be no charge, however, in the event of illness.

For full Terms and Conditions, see Appendix 3.

Safeguarding a Child's Time at our After School Club

- ◇ All staff have appropriate training in safeguarding and child protection and are expected to adhere to all Wood Ley School Code of Conduct Policies
- ◇ A full contact sheet of all children attending the club is available to staff at all times
- ◇ The club uses Wood Ley's school mobile phone in case of emergency and as a point of contact for parents and carers. NB. This mobile phone is used only for these purposes and for no other
- ◇ At least 1 member of staff is trained in First Aid and a first aid kit is always within the vicinity of the club
- ◇ All staff know to adhere to all Wood Ley School safeguarding policies for children in attendance of the club
- ◇ Entry to the building is protected by a coded front door and so parents need to ring the **club doorbell** in order for a member of the club to let them in
- ◇ The number of children attending the club before it will be closed to any new customers (on any given evening) will be dependent of the number and age of children already booked in

A Typical Session

- ◇ Children are either collected (Reception) or meet After School Club staff in The Gazebo
- ◇ The register is completed (Appendix 4)
- ◇ The session commences with around 15 minutes of quiet time with drink and a snack
- ◇ 3:45-5pm -play of choice, which may include: computers, Lego, drawing, reading, in the Middle Activity Area (this time can be spent outside in better weather)
- ◇ 5:00-6:00 time in the hall playing games (e.g. simple ball games), or time outside (weather dependent)
- ◇ A child must be signed out on the Daily Register Sheet (Appendix 4) by the individual collecting them who, if unknown to staff, will be asked to provide the appropriate password. Failure to provide a password will lead to a child not being released from the club.

Food

Children are invited to share their favourite foods and are also able to make requests for food items to be available. Food is prepared by club staff, at least one of whom holds a current food hygiene certification.. Food is prepared giving consideration to both children's choice and a good balance of items. The children are offered toast or cereal in the morning, afternoon snacks may include pizza, and cold options such a variety of sandwiches and crackers. Fruit, vegetables and crisps will accompany these items.

Behaviour and Expectations

Children at our club are expected to adhere to Wood Ley School rules and *Behaviour Management Policy*.

Club Contact Details

Please can you use this to let us know if there are any changes to your bookings or you want to contact club staff. The club telephone will still be in operation, the number is 07395887501, however booking arrangements should be sent via the club email.

Email: breakfastandafterschoolclub@woodley.suffolk.sch.uk

Telephone (day time): 01449 613038

Mobile (when club open): 07395887501

After School Club



Information About Me

My Name:

I like to be known as:

My date of birth:

My age:

Date I first started:

Things I want to tell you about me:

My family and pets:

My hobbies:

My favourite activities:

Favourite places I like to go:

Favourite food:

Food I don't like:

What makes me



What makes me



Anything else you would like to tell us about:

Parent/Carers' Comments:

(Please have a look at this 'About Me' and add any comments)

After School Club



Password

For security and safety reasons, please provide us with a password for use when someone other than known family collects your child.

If the person is unable to give the correct password then your child will not be able to leave the club session.

Please choose a password which is personal to you. The password should only be given to other people if they are collecting your child.

Thank you.

Name of Child: _____

Password: _____

Parent/Carer: _____

Date: _____

Appendix 3

Wood Ley Breakfast and After School Club T's & C's

To ensure we run our after school club to the highest standard, we have Terms and Conditions to ensure parents know and understand their responsibilities.

Registration Form

All sections of the registration form need to be completed, including full contact details for parent/s and one other contact in case of emergency.

It is your responsibility to tell us of any changes to your contact details or any information concerning your child.

Bookings After School Club

Bookings are generally made in advance on a Monday for the coming week, ongoing bookings can be made, please advise should this be the case. Bookings can be made on an ad hoc basis although this is conditional to space in the club.

Cancellation and Non-attendance After School Club

Cancellation of a session must be done 24 hours in advance of any session. Failure to do this will result in a 50% charge being made. Please advise the school if your child is ill and will be unable to attend when you call in their absence. There will be no charge in the event of illness.

Payment After School Club

Payment is required at the time of booking, although in the unusual event of a last minute booking that can be accommodated, payment can be taken by the end of the following day. Payment can be made via parent mail, please speak to the school office if you have difficulties with payment

There is no discount for those children who attend and any club at school, prior to attending after school club.

If you build up a debt without making any provision with us to pay it, we reserve the right to exclude your child/ren from our club.

Late Pick Ups After School Club

Please ensure you arrive to collect your child promptly for the session booked. Children collected after the pre booked time, will be charged into the next price bracket.

If you are running late, please contact the club directly so that arrangements can be made for staff to stay on site with your child. We need to retain two members of staff on site with any uncollected children. We therefore have a late collection fee to cover their additional hours. For collections of children after 6pm the late fee per child is £5 for the first 15 minutes, and 50p a minute thereafter.

We reserve the right to exclude children from our club if they are consistently collected after the club's closing time.

Complaints Policy

Complaints are rare but when they do happen we take it very seriously. The Headteacher will respond to any complaint directly.