



Hamstel Infant School and Nursery

Wrap Around Care Policy

Breakfast Club & After School Club

GENERAL INFORMATION

Hamstel Infant School and Nursery provides high quality out of school child care for our children from Nursery to Year 2 through our Breakfast Club and After School Club.

Both clubs are held in the Family Centre at the front of the school. Access is through the main entrance also at the front of the school.

Our wrap around care provides a wide range of stimulating and creative activities in a safe environment, led by Mrs Phillips and our dedicated team of staff. The programme of activities and the atmosphere of the club aim to encourage confidence, independence and enjoyment, enabling children to develop their emotional, social, cognitive, interpersonal and physical skills.

The **Breakfast Club** operates from 7.45am to 8.30am (term time only) and is charged at £3.50 per session.

The **After School Club** operates from 3.15pm – 5.45pm and costs £11 per full session, short session 3.00pm – 4.30pm costs £7 per session and short session (club) 4.15pm – 5.45pm costs £7 per session.

Sessions are available term time only.

ADMISSIONS

- Only children attending Hamstel Infant School and Nursery are eligible to attend.
- Fees are payable BEFORE the session.
- Fees must be paid for all days attended.
- All places must be booked in advance via Arbor, at least 24 hours before the session to ensure we have the correct staffing ratios in place.
- To avoid disappointment, please do not assume your child can attend either club if you have not reserved a space and paid in advance. Children should not turn up unexpectedly at the club without prior agreement or booking and you will be asked to take them home or collect them if necessary.
- All places are subject to availability.
- Places are offered on a first-come first-served basis but in the absence of places being available, priority would be given to; 1. Siblings of children already attending the clubs - 2. Those requiring the greatest number of sessions/hours per week
- Children can use the clubs on an ad hoc basis when there are spaces available.
- Emergency places can often be accommodated but agreement must be made with the school office – places cannot be guaranteed. Emergency bookings will need to be made by 2.00pm on the day (after School Club) or 3pm on the day before (Breakfast Club) .
- Children who are unwell should not attend the Club.
- We reserve the right to withdraw a place for a child who is felt to be a danger to other children or who impedes the effective running of the club. (see behaviour)

- By accepting a place at Breakfast Club or After School Club, parents/carers accept the terms of this policy

PAYMENTS

For this academic year, fees will be charged at £3.50 per session for Breakfast Club from 7.45am to 8.30am.

After School Club costs;

- £11 per full session (including tea) (3:15pm to 5:45pm)
- £7 Per short session (3.00pm – 4.30pm) or following curriculum club (4.15pm – 5.45pm)

The School reserves the right to increase these charges as appropriate. **There is no sibling discount. Fees must be paid in advance of the session.**

If a parent / carer does not pay and their child attends the club, they will be contacted to discuss payment and the child will not be able to attend until payment is made.

Any queries regarding fees should be directed in the first instance, to the school office. However, if parents/carers are experiencing difficulty making payments we recommend that they arrange a meeting with Mrs Eastment, our Family Support Worker as soon as possible.

ORGANISATION OF BREAKFAST CLUB AND AFTER SCHOOL CLUB

The safe arrival and departure of the children in our care is paramount. Staff will ensure that an accurate record is kept of all children in each club, and that all arrivals/departures are recorded in the registers. The registers are kept in an accessible location on the premises at all times. In addition, regular headcounts are carried out during the session.

Children will be escorted and delivered to/from club by a member of staff.

Class teachers will be issued with a copy of the After School Club registers and will be aware of which children are due to attend that evening.

If a child that is not booked on for After School Club but has not been collected from school by 3.20pm parents will be telephoned and the child will be taken to After School Club if collection of the child is going to be delayed. We reserve the right to charge a fee for attendance at After School Club should this occur.

ARRIVALS AT BREAKFAST CLUB

The person bringing the child to Breakfast Club must stay with them until they have been handed over to the staff running the club. Children should not be left unsupervised in the reception area.

COLLECTION FROM AFTER SCHOOL CLUB

Children must be collected by 5.45pm, or a late fee will apply. There is no facility for an extension to this time due to the closing of the school building.

Children can only be collected by an adult who has been authorised to collect them on their collection form. Parents/carers must inform the club in advance, if someone who is not listed on the registration form is to collect the child. Staff will contact the main parent/carer for confirmation if they have any concerns.

Parents/carers must notify the club if they will be late collecting their child. If you are unavoidably delayed, Parents/carers should firstly contact the school on 01702 468461, or in an emergency on the school mobile 07526 079300.

Children will not be allowed to leave on their own.

NON-COLLECTION

If a child has not been collected by 6:00pm, parents will be contacted. The additional contacts parents have also given will be used. If these contacts are unavailable for approximately 1 hour after the close of their club, the police and Children's Social Care will be contacted.

When late collection occurs regularly, we reserve the right to withdraw access to the club and/or impose additional charges up to £10 per child attending.

BEHAVIOUR

We recognise the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment.

Whilst attending our clubs, children are expected to follow the school ethos, rules of behaviour and related policies at all times and the same rewards and sanctions apply as within school/nursery.

Additionally...

- Parents will be told, if a child has received a consequence for their behaviour.
- All incidents will be treated individually, but serious incidents will be recorded by the club leaders and reported to the Principal/Vice Principal.
- Should unacceptable behaviour persist, a verbal warning will be given to parents.
- If a child's persistent inappropriate behaviour puts other children at risk, or makes it difficult/impossible for the club to function properly, parents will be advised in writing, that the child can no longer attend the club.

CONFIDENTIALITY

It is a legal requirement for the school to hold various items of information about the children who attend our clubs. The information is used to produce registers and to have emergency contact details readily available. All this information is stored securely.

All Staff are aware that this information is confidential and is only used within the club setting, unless there are concerns around safeguarding.

FIRST AID

The school first aid and administration of medication policy applies at all times. Parents of a child who becomes unwell during the club will be contacted immediately.

There is always a first aid trained member of staff in attendance.

SAFEGUARDING

Our Breakfast Club and After School Club follows the school's Safeguarding and Child Protection policies, copies of which are on the website.

All club staff have been trained in safeguarding and child protection and their training is updated every year.

Staff will have an open, positive response to any disclosures made by children. All allegations or reports around safeguarding will be taken seriously and will be reported to the school Designated Safeguarding Lead.

No unauthorised or unaccompanied adults are permitted in school when these clubs are in session.

OTHER INFORMATION

We aim to help children to:

- develop a sense of caring and respect for one another
- build caring and co-operative relationships with other children and adults
- develop a range of social skills and help them learn what constitutes acceptable behaviour
- develop confidence, self-discipline and self-esteem in an atmosphere of mutual respect and encouragement

Equal Opportunities: Our aim is to provide wraparound carer where everyone is made welcome and valued. Our clubs are committed to taking positive and proactive steps to ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community.

Health and Safety: Our clubs take the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. We aim to ensure the health, safety and welfare of all staff, children, visitors and other individuals who may be affected by the clubs activities and actual existence.

The following steps will be taken as a matter of course:

- Create an environment that is safe and without risk to health;
- Prevent accidents and cases of work-related ill-health;
- Use, maintain and store equipment safely;
- Ensure that all staff are competent in the work in which they are engaged.

School risk assessment procedures are part of a continuous process to prevent any dangerous incident taking place. They are the responsibility of all staff as part of their duties.

Staff handling food have completed a food hygiene certificate, which is updated bi-annually

Principles of Inclusion: Our clubs are fully committed to the principles of inclusion, developing our policies, culture and practices to include all children. The interests of all children are safeguarded. Comments or acts expressing discrimination will be challenged sensitively but firmly in line with our existing school policies.

We are aware that some children have special educational needs and/or physical disabilities that require particular support and assistance. We are committed to taking appropriate action to make sure that the majority of children are able to access our services, made to feel welcome and that our activities promote their welfare and development.

If a parent/carer would like to use one of our clubs but has concerns about their child being able to access the facility, they should speak to Miss Verkooijen, our SENCO.

Partnership with parents and carers: We are fully committed to working in partnership with parents/carers to provide high quality, safe and stimulating wrap around care, providing learning and play opportunities for children, whilst ensuring there are healthy food options to make a good start and end to the day. We want to work with parents/carers to ensure that our children are happy in our clubs and have an enjoyable and rewarding time with us. Parents can speak to a member of staff if they have any concerns.

OTHER POLICIES

Our Breakfast Club and After School Club follows all other school policies including;

- Safeguarding and Child Protection policies
- Behaviour policy
- Equal Opportunities policy
- Health & Safety policy
- First Aid Policy

A copy of this policy is available on the school website