

**Bewley Primary School Before and After School Clubs and
Reception to Y6 Wraparound
Information, Terms and Conditions (September 25)**

Parents and Carers wishing to use the clubs are asked to carefully read this information, terms, and conditions. Terms and conditions are reviewed annually. If any changes to terms and conditions occur prior to this, parents and carers will be notified of these in writing.

Our clubs aim to provide a familiar and safe environment for children to play with their peers before and after school. Clubs will be based in the school hall, playgrounds and studio. We aim to:

- Provide childcare before and after school for Reception to Y6 pupils.
- Offer a safe, secure and friendly environment in which children can enjoy a breakfast and afternoon snack served in a relaxed and supervised environment.
- Provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.
- Enhance the community spirit of Bewley Primary School by supporting families to balance home and work commitments

1. The Clubs

Our Before and After School Childcare Clubs are part of Bewley Primary School; they are governed by the school's Governing Body and are subject to OFSTED inspections as part of the school's Inspection cycle. They are run by a mixture of Bewley Primary staff and outside agencies. A schedule of activities are planned for the clubs. The clubs aim to be flexible and reasonably priced. Other members of our school staff may work in our clubs on an ad hoc basis to cover staff absence.

Bewley Primary School is committed to safeguarding and promoting the welfare of children. To achieve our commitment, we will ensure continuous improvement and development of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our staff and volunteers.

Aims

- To provide childcare before and after school for Reception to Y6 pupils.
- To offer a safe, secure and friendly environment in which children can enjoy a breakfast and after-school snacks served in a relaxed and supervised environment.
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.
- To enhance the community spirit of Bewley Primary School by supporting families to balance home and work commitments

2. Staff

All our staff are DBS checked and there is a First Aid trained member of staff on duty in every club.

Breakfast and After School Club Manager: Mrs A Spence

Breakfast club staff: Mrs Carter and Mrs Dale

After school Wraparound Club Leaders: Mrs D.Bain and Mrs P Mahyer

Assistants: Mrs D Carter Mrs L Rowntree

3. Before and After School Club Contact: Mrs A Spence /Mrs A Longster

If you wish to contact the After School Club staff during the club, please telephone:
078353255626

4. Opening Hours

Breakfast Club is open from 7.45am.

The After School Wraparound Club is open until 5.45pm.

After school clubs run straight from the end of the day until 4.05pm (KS1) 4.15pm (KS2)

There may be exceptional days throughout the year when the After School Club may not be open, have different opening and closing times or a change of venue within school.

Parents and carers will be notified of these as soon as possible.

5. Arrival and Departure for Breakfast Club

- Children cannot arrive at Breakfast Club any earlier than 7.45 am, at the main entrance of the school. If there is not a member of staff in the office to greet your children, please ring the doorbell.
- If children are brought to Breakfast Club without a booking, every effort will be made to accommodate them, but attendance will be charged to Arbor your account.
- We ask that you do not drive into the school car park, but park outside on the residential road.
- Please do not allow your children to come into Breakfast Club without an adult.
- Children will be escorted to classes at the end of Breakfast Club by a member of staff.

6. Arrival and Departure at the After School Club

- All children will be signed into the club by After School Club staff.
- **After School Club Pickup**, please could parents wait outside the front of the school (Low Grange Avenue) on the path area. The activity club leader will lead the children out to you.

After school Wrap Around Club

- Parents are asked to enter the school office reception area and ring the **Ring doorbell**. This is located in the front entrance, on the right hand side of the reception window. A member of staff will speak to you to confirm they know you are there, before bringing your child to you. If you do not get a response within a few minutes, it maybe that the Wi-Fi is not in range, please could you telephone **07835255626**.
- A member of the club staff will bring your child out to you.
- Children will not be allowed to leave the After School Club with anyone under the age of 16 years old or anyone who is not authorised to pick your child up. A password will also be needed.

7. Parental/Carer Involvement

The Before and After School Club's aim is to provide a safe, stimulating and caring environment where children and parents/carers are welcome and valued. We believe that it is important to work together with parents/carers to ensure their children's best interests are met. The Club Leader is always happy to discuss any concerns so that any issues are dealt with quickly. A copy of the school's complaints policy can be found on the website.

8. Booking and Payments

Bookings and payments are to be made via the Arbor App.

After School Club bookings and payment are to be made as soon as the sessions have been released on Arbor or by **7.30am the day of the session** you require.

Bookings and payment for Breakfast Club should be made by **7.15am on the day** of the session you require.

Bookings and payment must be made via Arbor App as we are a cash free school.

The current fees are:

Breakfast Club (Reception–Year 6)

7.45am with Breakfast **£3.00**

At 8.45am the children are escorted to their classrooms.

After School club – £3.00 per session (block booking for half-term required)

After School Wraparound Club (Tea-time club!)

Session Type	Time	Price	Additional Info
Half Session	3:05pm/3:15pm – 4:15pm	£5	
Half Session following a club	4:15pm – 5:45pm	£7.50	Snack included
Full Session	3:05pm/3:15pm – 5.45pm	£10	Snack included

9. Childcare Voucher and Tax Free Childcare Payments

If you are eligible for childcare vouchers and/or the Government's Tax-Free Childcare scheme, you will need to arrange this through your Government Gateway account or by contacting HMRC directly. Please notify the school office once you have been notified that payment has been made to the school's account. Mrs. Spence will then liaise with the Finance Team at Spark Education Trust to confirm receipt of the payment. Once confirmed, the payment will be allocated to your Arbor account, enabling you to book clubs through the Arbor system.

Cancellation

- Cancellations should be the exception not the rule and must be made FIVE WORKING DAYS in advance to avoid being charged by contacting Mrs A Spence.

- If your child has been sent home from school, booked places will still need to be paid for.
- If your child is off school sick for 1-2 days, booked places will still need to be paid for.
- Should the illness continue for more than 2 days, credit will be given against future bookings. It is not possible to provide any refunds.
- If a child is showing signs of being unwell whilst they are in a club, staff will notify the parent/carer and ask them to collect their child, the full booked session will be charged for.
- In exceptional emergency situations resulting in a child not requiring a booked place, the Head Teacher may choose to allow a credit to be made.

11. Late Collection

Please notify the After School Club by ringing the mobile number: **07835255626**, if you are unable to pick up your child on time. Late Collection fees will be made as follows:

- If a child is booked in until 4.15pm and is collected late (by 5 minutes or more), the full session cost of £10.00 will be charged.
- If a child booked in until 5.45pm is collected late (by 5 minutes or more), there will be a £5 charge for the first (or part of) 10 minutes apart from in extenuating circumstances at the discretion of the Head Teacher. Continued late collection may result in the withdrawal of the club place.

12. Security

For security and safeguarding purposes, we will not allow any child to depart from the club unless we have a password. Adults collecting any child/children must present themselves to a member of staff.

In line with school policy, all staff receive regular safeguarding training and updates from the Designated Safeguarding Lead (Mrs.Clift); any concerns which Club staff have are passed on to the DSL.

13. Sickness

- Children who are off school sick cannot attend the Clubs.
- In line with school policy, children may not come into School Clubs if they have vomited in the previous 24 hours.
- If a child is showing signs of being unwell whilst they are in the Before and After School Club, staff will notify the parent/carer and ask them to collect their child.
 - Club staff must abide by the school's Administration of Medication Policy.

14. Accidents and First Aid

Sensible precaution is taken to ensure the safety of children. If your child has a minor injury whilst in our care, first aid will be carried out within the club. An injury form will be filled in by the adult who dealt with the incident and you will be informed. Our staff are First Aid trained.

15. Valuables

As with school, no personal items should be taken into After School Club.

16. Behaviour

The Breakfast School Club and After School Club staff encourage the children to respect themselves and others in a relaxed, friendly environment with clear expectations and boundaries. We use the school's core values to underpin our behaviour policy. The Before and After School Club will implement the same consequences and reward systems that are used within the main school.

The Head Teacher, in conjunction with the Before and After School Club Manager, reserves the right to withdraw a place for a child, temporarily or permanently, if the conduct of the child is unacceptable and it appears to the Head Teacher that the continued presence of the child is incompatible with the interests of the Club.

17. Refreshments

The clubs are nut free. Breakfast is offered. Please do not provide your child with their own breakfast or tea snack unless this has been agreed, with the Club Manager, for dietary requirements. We will meet individual dietary requirements wherever possible. We recognise the importance of healthy nutrition for children and for it to be delivered in a calm and friendly environment. Drinking water is available at all times.

18 Parental Conduct

To ensure the best outcomes for our children, everybody needs to respect the professional relationships required in schools. Our staff work to the highest expectations of professional conduct and are held to account should their behaviour fall short of our expectations. We therefore ask that all parents frame questions and concerns in a calm and respectful manner to prevent parental behaviour becoming an issue in itself. Violence and verbal abuse towards staff members will not be tolerated. Please be aware that we reserve the right to refuse access to this facility for any parent or carer who refuses to abide by the procedures and protocols in place to ensure the safety and welfare of our children.

19. Agreements

School Agreement

We agree to:

- Provide a safe, stimulating and caring environment where children and parents are valued.
- Ensure that all children are safely escorted to and from the clubs by a member of staff.
- Not allow any child to leave the After School Club with anyone other than the parent/carer or authorised person.
- Notify parent/carer if your child is showing signs of being unwell, making every attempt to contact one of the people listed on the Registration sheet to arrange collection of your child.
- Adhere to ALL of Bewley Primary School's policies.
- Ensure that all children are supervised at all times during club opening hours.

Pupil Agreement

Pupils attending the clubs must agree to:

- Demonstrate the school's core values at all times showing respect for themselves, adults, peers and resources.

- Tell an adult if they have a worry or concern.

Parent Agreement

Parents of pupils attending the clubs must agree to:

- Adhere to the Before and After School Club terms and conditions in full.
- Notify the Manager of any changes in contact details or family situations, Court Orders or situations of risk in relation to the child for which any special precautions may be needed.
- Notify the Manager that their child may have learning/physical difficulties. Should the staffing level need to be increased to meet any special behavioural needs of your child, then the daily session rates will be adjusted accordingly.

20. Parent/Carer/Pupil Feedback

Bewley Primary School values the opinions of its pupils and parents. Systems will be in place, and communicated to parents/carers and pupils, to facilitate feedback.

21. Fire Procedure

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly fashion via the closest exit. They will congregate on the school playground. The club register should be taken outside and all names checked. There will be a fire practice.



AUTHORISED PERSONS COLLECTION FORM

(to be completed by the Primary Carer)

CHILD'S NAME:

CLASS/TEACHER:

YOUR NAME:

RELATIONSHIP TO CHILD:

Authorised person, other than the primary carer, who can collect my child:

Name:	Relationship to child:	Address and contact number:

PASSWORD:

I give permission for the above mentioned people to collect my child in my absence and I will ring the school and inform the staff if anyone other than these people need to collect my child. I agree that I will update my list if any changes occur.

SIGNED: