



Wittering Primary School
Chill Club
Before and After School Club Policy

Aim

- To provide a high standard of 'Before and After School' Childcare that meets the needs of the parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued.
- To provide children with a nutritious breakfast and/or light meal at the after school club.
- To provide a range of structured play activities to engage and stimulate the children.

Organisation

The 'Before and After School Club' is a school based club run on behalf of the Governors of the school.

The Before School Club is open Monday – Friday from 07.30am to 08.45am (term time only)

The After School Club is open Monday – Friday from 3.15pm – 6.00pm (term time only)

The Clubs are available for Wittering Primary School children only from Foundation stage to Year 6 children,

The Clubs are located in the School small hall. Parents/Carers are asked to drop off/collect their children via the signposted white door in the corner of the visitor's car park.

Facilities

Based in the small hall

Own dedicated games, toys and crafts

Use of school grounds and facilities

Before School Club

Parents/Carers must sign their child in at the Before School Club on the daily register.

Children will get a choice of cereals, toast, fruit and yogurt to begin their day. Breakfast will be served until 8.20am, should you arrive later than this, please ensure your child has had breakfast prior to arrival.

Parents/Carers are responsible for informing the Before School Club Leader of any dietary requirements.

After the children have eaten they will have the opportunity to get involved in a number of activities. These may include:

- Board games
- Exercise activities (inside using the hall or outside)
- Lego or construction games
- Comics or books
- Craft, drawing, puzzles

At the end of the session children will be taken to their respective playgrounds.

After School Club

Children in Foundation and Key Stage 1 (up to the end of year 2) will be collected from school and signed in by a member of After School Club staff.

Children from year 3 to year 6 will be expected to make their own way to After School Club (coming along school corridors and playgrounds, not entering via the car park) for registration.

Following registration any child attending a separate after school club activity will join the other children attending the activity. At the end of the activity they will be brought back to the After School Club. Full payment for the session is still required.

After School Club will provide a light meal to all children attending. Children being collected before 4.00pm may not have eaten their meal. Examples of light meals may include jacket potato with topping and salad, sub rolls with salad, vegetable lasagne, all followed by a healthy dessert. All meals offered by the Club will be planned and prepared in line with the School Food Standards guidance.

Parents/Carers are responsible for informing the After School Club Leader of any dietary requirements.

Typical After School activities will include:

- Art and craft activities (painting aprons/shirts will be provided)
- Sports activities and team games using the hall or playground
- Games – both board games and onscreen games
- A 'chill out' area

- Lego and construction toys
- Film nights
- Dance nights
- On occasion a visitor may be arranged to entertain the children

Activities are always pre-planned, taking into account 'child voice'. Children are given opportunities to voice their ideas and opinions.

Children should not bring anything valuable from home. The Before and After School Club is not responsible for the loss or damage to any items brought from home.

Please be aware that it is not the responsibility of the staff to complete homework tasks. Whilst support may be offered should a child wish to undertake this, it cannot be relied upon.

Collection of your child from the After School Club

Collection will be from the marked door in the corner of the school visitor car park. Parents/Carers are asked to ring the bell when they arrive to collect their child. If there is no answer please ring the BASC on 07561 676977.

On collection parents/carers must sign their child out and record the time that they leave.

Children will only be handed over to the person indicated on the registration form. If any other person is collecting the child parents MUST send written permission/or contact the BASC mobile above in advance otherwise the child will not be allowed to leave.

Behaviour

The School rules and behaviour policy will be followed to ensure consistency for the children at Club. We expect good behaviour and respect for others. We use various techniques to encourage good behaviour including positive praise and rewards. Older children are encouraged to lead by example and set the standards expected.

The Before and After School Club reserve the right to withdraw the service if a child's behaviour is consistently unacceptable in line with the School Behaviour policy.

Requesting Places, Contracts, Admissions and Fees

Requesting Places/Contract:

1. Parents/Carers must complete an enquiry form which can be found on the school website. Enquiry forms may be sent by email to bookings@wittering.peterborough.sch.uk or by returning the completed form to the school office.

2. School will then confirm whether places are available on selected days (Please note, some days may be full and a waiting list in place). This confirmation will be sent out via email and parents/carers have 5 working days to confirm they still wish to go ahead with the requested days. If no confirmation is received from the parent/carer by the school after this time the place will be offered to the next person on the waiting list.
3. Once the booking form is returned and relevant payments are received School will notify parents/carers that your child will be able to take up their place.
Parents must sign and complete a 'Before and After School Club' booking form.
No place can be accepted unless the contract is signed by a parent/carer.
4. Any amendments requested (during a school year) will be classed as a new booking and subject to the waiting list and admissions criteria. This may result in your child losing their place in the club to someone higher on the waiting list. An administration fee will apply.

The Before and After School Club will try to accommodate every child's needs and will make adjustments that after due assessment and consideration are deemed reasonable.

Admissions

Children currently attending will be offered the same contract/days for the following year. Any amendments will be classed as a new contract and an administration fee will apply.

Requests for a new school year (September starters) will be accepted from the 1st June (4 months prior to entry). Children will be placed on the waiting list if no spaces are available.

Places will be offered taking into account the following Priority Policy:

1. Children who need to attend 5 mornings and 5 afternoons
2. Siblings of older children already in attendance
3. Places will then be offered to children on the waiting list, following a 'first come, first serve' policy taken from the date the enquiry form was received by school.
4. Children will remain on the waiting list until school is notified by parents/carers.

Parent Pay

Parents/carers will be able to see bookings made on their behalf via the Parent Pay app/website.
Parents/carers will not be able to make bookings themselves via Parent Pay.

Fees

Before School Club Fees 7.30am – 8.45am	After School Club Fees 3.15pm – 6.00pm
£5.50 per session	£10.35 per session

All payments will be made via the Parent Pay app. The school will use its best endeavours to ensure that bookings for its clubs appear on Parent Pay as soon as is practicable. When bookings are placed on the app an owed balance will appear on the Parent/carer's Parent Pay Account.

Fees are payable in advance and must be made by the end of the month. Failure to make payment prior to the date of club attendance may mean that your place at that club may be withdrawn.

Any amendments or cancellation of sessions need to be made a month in advance in writing.

Should spaces be available we are happy to accept ad hoc sessions, on completion of appropriate paperwork. A maximum of 10 ad hoc sessions will be offered.

Persistent late payment of fees will be notified by email from the school and further late payments of fees may result in your child's place being withdrawn.

In exceptional circumstances the Headteacher, seeking advice from the Soke Education Trust's Chief Finance Officer where applicable, may waive the requirement for payments to be made in advance, If paying with childcare vouchers, **please ensure you order your vouchers in plenty of time so that the Childcare Voucher provider can process and pay the funds into the school account by the stipulated dates on the contract.**

If you have concerns with any payments throughout your child's time in the club, please contact the school office to discuss the matter further.

On receipt of childcare voucher funds in the school bank account, a credit will be applied by the school to the appropriate Parent Pay account.

Childcare Vouchers

The School will accept the use of Childcare Vouchers to pay for childcare provision from the Government Tax-free Childcare scheme: www.gov.uk/apply-for-tax-free-childcare

We are happy to support working with the following providers (as long as you were signed up to these providers prior to October 2018)

- Sodexo
- Edenred

We will provide you with a reference number on your contract in order for you to purchase childcare vouchers linked to our accounts.

We encourage the purchase of E-Vouchers as it is quicker and easier all round for parents/carers and the school.

Please ensure you order your vouchers in plenty of time so that the Childcare Voucher provider can process and pay the funds into the school account by the stipulated dates on the contract.

Late Collection from After School Club

Collection after 6.00pm will incur an extra charge of £5.00

Collection after 6.15pm will incur an extra charge of £10.00

If a child is not collected by 6.30pm a charge of £25.00 will be incurred.

Late collections charges must be paid with your next due payment or within 5 days if no next payment is due.

Consistent late collections may result in your child's place being withdrawn.

All fees will be reviewed annually.

Cancellation

It is possible that the Before and/or After School Club will be cancelled due to unforeseen circumstances beyond the control of the School, this would include cancellation due to adverse weather conditions or problems with the school building eg no heating or water supplies. In the event of closure:

A member of school staff will endeavour to contact individuals by phone. Please ensure your contact details are up to date.

The closure of school will be posted on our website

In an instance where school has cancelled the Club a credit will be applied to a parent/carer's Parent Pay account.

Refunds

There will be no credits, refunds or alternative sessions for periods booked but not used, even in the case of your child being off school sick, an agreed/unauthorised holiday in term time or any school trip.

Exceptional circumstances may be considered (i.e long term hospitalisation). However, if the school cancels the club, a refund will be offered or the chance to carry payment forward into the next term.

Staffing

Staffing ratios follow government guidelines

Safeguarding and Health and Safety

In accordance with safeguarding arrangements, all staff involved in the running of the 'Before and After School Club' have current DBS clearance checks and have received First Aid training. All staff follow existing school policies and procedures for safeguarding, child protection, code of conduct and health and safety policies. Where any ICT equipment is used, they also follow the school's E-safety policy and procedures. A separate risk assessment has been completed for the Before and After School Club.

Accidents and Illnesses

In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents/carers will be contacted as soon as possible if necessary. Basic first aid will be given by a qualified member of staff and the incident will be recorded.

Medication

The Clubs follow the school's policy which includes guidance and procedures on medicines in school and individual health care plans. These are available on our website.

Complaints

All complaints will follow the school's Complaints policy found on the website.

Privacy Notices

School privacy notices are available on our website under 'Our School'

This policy was adopted by the Local Governance Committee.

Updated		Ratified		Review Frequency	Next Review	Signed By	
By	Date	By	Date			Head	Chair
Charlotte Blake	January 2024	LGC	08.02.24	4 Years	Spring 2028	<i>C. Blake</i>	<i>L. Andrew</i>