

# Jennett's Park CE Primary

## Wraparound Care: Before and After School Club Policy



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## Jennett's Park CE Primary School Before and After School Club POLICY

### School Background

Jennett's Park CE Primary School is openly inclusive Christian school, welcoming all children from the whole community to a caring and happy environment where they can achieve to the very best of their abilities. At Jennett's Park CE we believe that all children are unique and we encourage them to develop their strengths and creativity as individuals. We emphasise the development of the whole-learner physically, intellectually, emotionally and ethically. We wish for children to flourish and achieve under God's Love.

We promise as a staff and community to try to serve the common good with our work as part of the Church of England.

<b>Educating for Wisdom, Knowledge and Skills</b>	To help grow resourceful, resilient and reflective children who are equipped with the skills, knowledge and tenacity empower themselves, their learning throughout their lives.
<b>Educating for Hope and Aspiration</b>	To inspire and enrich lives beyond current opportunities and experiences in order to open minds to the potential their future holds
<b>Educating for Community and Living Well Together</b>	To be a multi-cultural, inclusive community of individuals loved by God who feel valued and involved where we create qualities of character to enable people to flourish.
<b>Educating for Dignity and Respect</b>	That children might know how much that they are loved and valued by so that they might show dignity and respect for themselves and others by carefully and safely thinking through their actions.

### Rationale

The purpose of this policy is to describe how the school delivers Out of Hours School Clubs facilities which are affordable, sustainable and of a good quality.

Having a school breakfast club sounds like a simple solution to a childcare problem, but they can have huge benefits for children. This is particularly true in areas with lower average income, where children might not get breakfast at all without a breakfast club. Research from the School Foods Trust also shows that schools with a breakfast club have improved results at Key Stage 2.

Our two clubs are called Early Birds and Night Owls.



### Educational Focus

As a school led club, offering an educational focus will be important. The clubs will offer a fun, play focussed space offering a range of activities to suit the children attending and offering a range of experiences. Many of the whole school themes will be carried through into both clubs such as Art Week and International Week. Children regularly attending will be consulted to help develop themes and activities and these will be shared on the school web site.

## **Admission**

- Only children attending Jennett's Park Primary School or children of staff are eligible to attend Club.
- All places are subject to availability and will be on a first come, first served basis.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a copy of this policy and this policy is available to view via our school website.
- New attendees are welcomed to use the club provided there are spaces and Parents/carers have previously completed the registration process.
- A service of emergency ad hoc child care can be provided if the school office is contacted by 12pm of that day and there is availability on that occasion.

## **Arrival and Departure**

### **Arrival**

For Breakfast Club, parents/carers are required to bring their child to the main school gate where there will be a bell with intercom and will be asked to sign their child(ren) in. For the After-school club, Early years and KS1 children will be brought to the club by a members of staff, KS2 children will make their own way to the club and will be met in the corridor. All children will be signed if before they enter the club.

### **Departure**

When a child is collected at the end of or during a session, the parent/carer will be asked to sign the child out and the time will be recorded. Club staff will not sign out children unless the person collected is listed on the registration form or an email has been sent prior to pick up advising staff of who will be collecting the child.

### **Ratios**

This is aged 4- 11 for Reception to Year 6 not Nursery (yet). We have limited spaces. Our Ratios are 1:8 for children aged 4-7 and 1:15 for 8- 11. We can therefore cover up to 36 per session as per need.

### **Programme**

#### **Breakfast Club**

- 7:15am – 8:40am children arrive at Breakfast Club and are signed in. A range of quiet activities will be set out for the children to enjoy.
- Children may bring their own snack and can eat this in the club. They will be served breakfast. We will launch a snack bar in due course.
- Between 7:45 and 8:20 am, children can enjoy free choice of activities which typically are a mixture of board games, construction and craft activities. There will also be an opportunity for sporting activities.
- 8:25am tidy up time encouraging the children to take responsibility for the environment. Once all games and toys are put away, children are able to read their school books until school begins.
- 8:45am children collect their coats and bags. All children will be escorted to their appropriate area/classroom where they meet up with the rest of the children awaiting the start of school.

## **After School Club**

- 3:15pm – 3:30pm children arrive at club and will be signed in by staff. Low key activities will be available to meet and greet.
- 3:35pm – 3:50pm children will be offered a snack; staff members will sit with the children at this time.
- 4:15 children may join from other after school sessions around this time
- 3:50 – 5:40 pm Children can then choose from a range of play and planned activities, both indoors and outdoors.
- 5:40pm – 6:00pm Tidy up and winding down with a story

## **Food and Drink**

During both sessions, children will be provided with healthy and nutritious food, in line with the school's status as a "Healthy School". All food will comply with dietary and religious requirements as detailed on the forms provided at the point of registration. It is the parents/carers responsibility to make sure that this information is kept up to date and to provide further information on needs as required by Club staff. Fresh drinking water is available to children at all times.

## **Behaviour**

Whilst at clubs, children are expected to follow the Rainbow Promise and Owl Learning Behaviours. We will follow our in school behaviour policy which can be found at [School policies | Jennett's Park \(bonitas.org.uk\)](https://www.bonitas.org.uk/school-policies-jennett-park)

Dealing with behaviour that challenges:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, a child will be given a non-verbal cue.
- Staff will explain if the behaviour continues why the behaviour displayed is deemed inappropriate.
- If necessary, the child will be temporarily removed from an activity.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- We will communicate using the log slips as described in the behaviour policy. This will be a physical copy given to parents and a copy kept in child's cumulative file.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
- If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

## **Safeguarding, Health and Accidents**

We follow the guidelines set out by DFE this can be found at [Keeping children safe in out-of-school settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/61222/Keeping_children_safe_in_out-of-school_settings_-_GOV.UK_(www.gov.uk))

## **First Aid & Health**

The protection and safeguarding of the child are the first priority of all staff, please read **our first aid policy** [School policies | Jennett's Park \(bonitas.org.uk\)](https://www.bonitas.org.uk/school-policies-jennett-park) for more information.

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of staff.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.

Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, Club will be informed of their absence by school staff.

At least one member of staff will hold a current First Aid certificate. 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.

### **Child Protection**

Staff are trained in Child Protection procedures and follow these by handling concerns and allegations discreetly and sensitively and will pass information to the member of staff responsible for this who at the time of writing is Mrs E Savage, Head teacher. The staff at Jennett's Park CE Primary School already work closely with the children, know them and are therefore in a position to notice changes. We record using my concern software.

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 and fire drills are carried out regularly. Access to the premises is controlled and visitors must sign in.

### **Missing children**

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child.
- Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.

### **Uncollected children**

If a child has not been collected by 6:00pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

**A charge will be levied for late collection. A fee will be applied for late collection from 6:10pm onwards at £1 per minute per child. This charge will be chargeable via magic booking.**

## **Payment of fees**

Both clubs will be subsidised. Pricing information available on website.

Discount for siblings and direct household family members who also attend the school is available at a reduction of 50%, subject to review and approval from the school at point of registration.

It is a requirement of the club that parents pay their fees in advance via the schools nominated booking & payment system (currently Magic Booking as of the effective date of this policy), and payment is due for all contracted sessions even if your child is unable to attend their booked session.

The parent signing the club's registration form is known as the 'contracting parent' and is responsible for payment of all fees.

If a parent is experiencing difficulty with payment of their fees, they should contact the school office as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

We will work with Childcare Voucher system to allow for payment. Please signal below on registration if you wish to use these and the office will be in touch. More details on our website.

## **Related Whole School Policies**

[School policies | Jennett's Park \(bonitas.org.uk\)](https://bonitas.org.uk) :

- Child protection policy
- Equal opportunities policy
- Health and Safety policy
- Behaviour
- Data Protection and GDPR
- SEND

## **Appendices**

- 1 Agreement
- 2 Registration
- 3 Drop off and collection
- 4 Menu and snacks
- 5 Staffing

**1 Jennett's Park CE Primary School Before & After School Club Agreement Early Birds and Night Owls**

I .....parent/carer of ..... have read and accept a copy of the Jennett's Park club policy and agree to abide by the terms therein:

- I accept that I am the 'contracting parent' for the above child and agree to make payments to Jennett's Park each week via Squid.
- I understand I can change or cancel sessions up to 2 days prior to my child attending a session without incurring a charge and that any change after this point is non-refundable.
- I understand that fees may change without this policy being re-issued. The latest price schedule will be available on the school website or via the school office.
- I understand there may be an additional charge if my child attends a club from any additional external provider(s).
- I understand there will be a fee applied for late collection from 6:10pm onwards at £1 per minute per child, and will be added to account.
- I agree to keep all contact, medical, dietary and other information up to date with the school office, as I understand this will be used by the before and after school clubs.
- I will phone the after-school club phone when the office is closed and I have added this number to my contacts.

The sessions in this contract are 7:15am – 8:45am and 3:15pm – 6:00pm.

Parent Signature .....

Print name .....

Date .....

Signed .....

on behalf of the Jennett's Park club

Print Name .....

Date .....



## 2 Registration Form

### Nominated individuals authorised to collect your child



Child/ren

name/s

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.....

Please provide the full names of all individuals authorised to collect our child from our before and after school clubs, including parents and carers.

NAME

RELATIONSHIP TO CHILD

PARENT SIGNATURE

.....

DATE

.....

## 2 Registration Form cont.

Pupil Personal Information which will be updated to SCHOOL SIMS CENTRAL RECORD

<b>SURNAME</b>		<b>FORENAME</b>	
<b>HOME ADDRESS</b>			
<b>POST CODE</b>		<b>TELEPHONE</b>	

Carer information

Carer 1

<b>TITLE</b>		<b>FORENAME</b>		<b>SURNAME</b>	
<b>PHONE</b>	<b>MOBILE</b>				
	<b>HOME</b>				
	<b>WORK</b>				

Carer 2

<b>TITLE</b>		<b>FORENAME</b>		<b>SURNAME</b>	
<b>PHONE</b>	<b>MOBILE</b>				
	<b>HOME</b>				
	<b>WORK</b>				

Other contact information – please provide at least two

<b>TITLE</b>		<b>FORENAME</b>		<b>SURNAME</b>	
<b>PHONE</b>	<b>MOBILE</b>				
	<b>HOME</b>				
	<b>WORK</b>				
<b>RELATIONSHIP CHILD</b>	<b>TO</b>				

<b>TITLE</b>		<b>FORENAME</b>		<b>SURNAME</b>	
<b>PHONE</b>	<b>MOBILE</b>				
	<b>HOME</b>				
	<b>WORK</b>				
<b>RELATIONSHIP TO CHILD</b>					

**PUPIL – MEDICAL INFORMATION**

<b>DOCTOR'S PRACTICE</b>		<b>MEDICAL CONDITIONS</b>	
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Is there a current Health Care Plan in school? Yes/No

**DIETARY INFORMATION**

Allergies

Vegetarian/Halal

Other

Payment- I will pay via Magic Bookings  I will pay via Child care voucher

Please specify further detailed information if you have ticked any of the above or would like to add any other relevant information:

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### **3 SAMPLE MENU AND SNACKS Early Birds and Night Owls**

Children will be admitted to breakfast club between 7:15 am & 8:10 am

- If children have already eaten, or do not want to eat, they can play with the others in the lounge area. Those that do not wish to eat are encouraged to come to the table to join in the fun in a relaxed and friendly atmosphere.

#### **Themes**

You will be able to choose from the following:

- A selection of cereals
- Yoghurt
- Wholemeal Toast with marmite or jam
- Bagels
- Crumpets
- Fresh Fruit

You will also have a choice of:

- Milk
- Water
- Juice

#### **After school snacks:**

- Toast/bagels/tortillas/pitta bread with a range of fillings including cheese, ham, humous
- Carrot sticks/ cucumber/ celery with a selection of dips
- Plenty of fresh fruit: grapes, sliced apples, segmented oranges, sliced melon etc
- Yoghurt
- Milk, juice or water



## 4 Staffing

### **Breakfast Club- Early Birds**

Caroline Whittington or Becky MacIntosh -  
Breakfast Leader(s)

Breakfast club Assistants- Louise Harman and  
Elise Woodhall

### **After school Club – Night Owls**

Afterschool leader Sam Edwards

Afterschool club assistants Cheryl White , Lucie  
Cox and Becky MacIntosh

