



Ashton West End Primary Academy Before & After School Provision Policy

Adopted: 29th November 2023

Next review date: November 2025

Ashton West End Primary Academy

Before & After School Provision Policy

Admissions

Only children registered at Ashton West End Primary Academy are eligible to attend. Where there are more children than the available number of places, their names will be placed on a waiting list. When a place becomes available, parents will be notified, with the child whose name has been on the list the longest having the highest priority. If this parent does not require a place, it will be offered to the next child on the list.

Booking-in

Our preferred method of booking is for parents to sign-up for each half term. However, we appreciate that circumstances can change, and that emergency or last-minute childcare is sometimes required. As long as pupils are **registered** with the club – and spaces are available – then late requests for admission to the club are likely to be accommodated; **though, this cannot be guaranteed.**

Should you require to make a permanent change to your agreed contracted session(s) or to withdraw your child / children from the Before and After School Club, you must provide **2** weeks' written notice, in advance of any change. If the notice period is not given **2** weeks' fees will be charged, in lieu of notice as we will have been unable to fill that position from the waiting list.

Pricing Structure

The prices (fees) are stated on the chart below and this is reviewed annually. New prices will be applicable from September of the academic year in line with the financial year and will be shared with all parents early in autumn half term. There is a discounted figure for the 2nd & 3rd sibling. Any amendments to current discount agreements will be notified to parents at the same time as the pricing structure for the next academic year.

	Before School Club Drop Off 7:30am – 9:00am	After School Club Pick Up Between 3:15pm – 4:30pm	After School Club Pick Up Between 3:15pm-5:30pm
1st Child	Free	£5	£7
2nd Child	Free	£4	£6
3rd Child	Free	£4	£6

Payment

All fees **must be** paid online through Schoolcomms at the **start** of each week. **Payments are to be made in advance of the sessions booked.**

Arrears

Arrears of more than **2** weeks **will** result in the child's place being removed from the register for both before and after school provision and their place will be offered to the next person on the waiting list.

Absence

All absences are charged in full, regardless of sickness or other reasons.

Drop Off & Collection

Children can be dropped at the school from 7:45am. We are unable to accept any children before this time. Parents must bring their children to the school gate and a member of staff will let them into the school building where a register will be taken. At 8:40am the care club staff will ensure that the children are taken to their classroom.

The After School Club will open at 3:15pm each afternoon. If a child does not arrive at the club, the Care Club Manager will consult the school office to see if the child is absent from school. If they have attended school that day, the Care Club Manager will contact parents / carers by telephone. If contact is not possible the Headteacher will be informed immediately. **For safeguarding reasons, the Police may also be informed.**

Only nominated persons will be allowed to collect your child / children from the club at the end of their session(s). If you wish any other person, e.g. grandparents, or other adult, to collect your child / children, staff must be notified in advance. A password system will be in place as a safeguarding measure. All adults must identify themselves to the club staff. No child/ren will be allowed to leave the club with a person unknown to the club staff unless prior notification is received **and** person uses the agreed password. All children **must be** collected by 5:30pm.

If a child is not collected by 5:30pm the Care Club Manager will contact the parent / carer by telephone. If the parent / carer cannot be contacted, the Care Club Manager will inform the Headteacher. **The Police and/or Children's Social Care may also be informed at 6:00pm.** The Care Club Manager and the other staff member will stay with the child/ren at all times until collection. A late fee will be applied after 5:30pm (see below for pricing).

Collection at the End of the School Day

At the end of the school day (3:15pm) the key stage 1 children will be collected by the club staff and the key stage 2 children will make their own way to the club through the school.

Late Collection Charges

A late collection fee of **£5.00** will be applied from 5:30pm to your Schoolcomms account for any day that you are late collecting your child. **This will rise by £1 per minute after 5:30pm.**

If a child is picked up late more than five times in **one term**; we will withdraw the child's place from the Before & After School club register.

Behaviour

The Before and After School Club is run directly by the school (i.e. the club staff are employed by the school governors). As this is an extension to school, the approach to behaviour management will be identical as that which applies during the school day. The principles underpinning this approach are:

- A clear set of rules and expectations, understood by all of the children.
- Positive praise & rewards for good behaviour.
- Minimal but judicious use of proportionate sanctions.
- Proactive communication with parents / carers.

Serious one-off incidents of misbehaviour and persistent disruptive behaviour will be referred to the Headteacher, who reserves the right to remove any child from the Club register.

Physical Restraint

Staff may **only** use physical force to restrain a child, if the child is placing themselves or another child in danger. Staff must follow school policy and guidelines at all times. Physical force will never be used as punishment or due to frustration.

Recording

All incidents of inappropriate behaviour will be logged and shared with the Headteacher. Any incidents of bullying, racism or other serious misbehaviour will be brought to the attention of the Headteacher by the Care Club Manager immediately, if possible, or at the start of the next day.

Accident & Illness

In the event that your child / children, whilst at the club, has an accident or becomes ill, we will contact you immediately. We will use the telephone numbers that you have provided on the contact sheet and ask that someone comes to collect them and (if necessary) suggest that you seek medical advice.

Any accidents which occur within the club are dealt with by a qualified First Aider and recorded on a school accident form. Parents will receive a copy.

Administration of Medication

Parents should tell the Care Club about the medicines their child needs to take and provide details of any changes to the prescription or the support required. Medicines should always be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions. Staff in the club are **only** able to administer medication when a consent form has been completed. This form clearly specifies the dosage and time for administering the medication. It must be completed and signed by a parent.

Parents of children with asthma must ensure that the Care Club Manager is provided with a labelled asthma inhaler for use during their time in the club.

Unavoidable School Closure

If the school is closed due to an emergency, the club staff will inform parents / carers by telephone or when they arrive with their child/ren at the start of the day. Club staff will remain at the school until all parents / carers have been informed of the situation and all parents have collected their children. Where the school has a forced closure (e.g. due to snow) the Club will also close.

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Formal Contractual Agreement & Consent

This is a formal contract between the named Parents/Carers (all with Parental Responsibility) for the child named in this contract.

By signing this contract, you agree that you have read, understood, agree to the terms and assume liability for any debt incurred.

Name of child:	
<p><i>I /we the undersigned have read, understood, agree to the terms set out in this policy (Ashton West End Primary Academy: Before and After School Club Provision Policy) and assume liability for any debt incurred.</i></p> <p>Each parent with parental responsibility MUST sign this form.</p>	
Name of Parent: 1. (print) (this person has parental responsibility for the above-named child)	
Signed:	
Date:	
Name of Parent: 2. (print) (this person has parental responsibility for the above-named child)	
Signed:	
Date:	
Name of any siblings that will also be attending the Club: Please print the children's names.	1. 2. 3.

