



Ashton West End Primary Academy Before School Provision Policy

Adopted: 13th November 2025

Next review date: November 2027

Ashton West End Primary Academy

Before 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.**

Cost

Our breakfast club is free of charge.

Drop Off

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.

Behaviour

The Before School Club is run directly by the school. 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 staff 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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Registration Form

Please complete a registration form for each child / sibling

Child's Name _____

Class _____

Date of Birth _____

Allergies _____

Medical Needs _____

Parent Name _____

Contact details _____

Emergency contact details (name, telephone number and relationship to child)

Pick up password _____

Parent/ Carer Signature _____

Date _____

