



Before and After School Provision

Policy Details

Policy Level	School
Document Approver	Executive Leadership Team
Document Status	Final
Applicable to	Rugby Free Primary School
Review Frequency	Every 2 Years

Revision History

Revision	Date	Details	Approved by
0	22 May 2024	First Issue	Exec Team



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1. Introduction

The Government states that all schools need to provide an extended day for all pupils either on site or through linking with a local service provider.

Here, at Rugby Free Primary School, we recognise the need to provide high quality out-of-school-hours childcare provision for our parents. This is provided via an external provider but is supported by the school. They provide a range of stimulating and creative activities in a safe environment.

The Breakfast and After Care Clubs provide quality wrap-around care for all pupils at Rugby Free Primary School. It aims to:

- Support working parents by providing childcare before and after school from 7.30am to 8.40/8.50am and from 3.10/3.20pm to 5.45pm term time only.
- Provide a varied programme of play activities.
- Offer the children breakfast each morning and a light snack at the end of the school day.
- A safe, caring and stimulating environment.
- High quality care at all times.
- Experienced and committed staff with relevant training in first aid, food hygiene and child protection. Also, sufficient numbers of staff are trained in both.
- A commitment to equal opportunities.
- Safe equipment.

Current costs for each session can be obtained from the Operations Manager. A copy of this policy is available on the school website.

2. Admissions

- Only children attending Rugby Free Primary School are eligible to attend Club.
- All parents must complete a registration/booking form at the start of each term for each child attending the club.
- All places are subject to availability and are provided on a first come, first served basis. Booking forms are sent home at the end of each term for booking onto the following term.
- The registration process must be completed prior to the child's commencement at the club.
- The booking is for the term and cannot be done for half a term. This is because staffing



is booked for a term at a time.

- Children will only be able to attend clubs if they have paid in advance.
- Any outstanding payments for clubs will result in not being able to attend the following term until it is paid (and providing there is space).
- All club staff are to be made aware of any new children attending.
- Children's attendance is recorded on a register.
- The school will hold a waiting list of applicants that have been unsuccessful. These will be listed in rank order in relation to criteria. Should places become available during term time then places will be offered in accordance with the child's position on the waiting list.
- Occasional bookings can be taken via the school office, if there is availability are advised not to turn up to Breakfast club without booking as may be turned away.

Admissions is conditional on the following undertakings by the parent/carer:

- Fees are promptly paid in advance and any late fees are also paid immediately (within 7 days of receiving the additional invoice)
- The behaviour of the child is acceptable for the safe and efficient running of the club. School policies, including Behaviour, apply in the same way as they do during the main school day.
- That the child/children are collected on time, abuse of this will result in the withdrawal of these services. There is a rule of 3 late collections per term and then the child will no longer be able to attend club for the rest of the school year.
- That parents/carers sign their child in to Breakfast club to ensure responsibility is handed over correctly.

We reserve the right to refuse a child whose parents/carers fail to meet these standards.

3. Arrival & Departure

Breakfast Club

- Parents/Carers are required to bring their child directly to Breakfast Club. They should enter the club via the hall entrance, where a member of staff will be there to greet your child.
- Children will be escorted to the relevant classrooms at 8.35am by a member of Game On staff, where they will remain with the children until there is a member of school staff e.g., Teaching Assistant or when the class teacher arrives from the playground.

After School Club

- All children will be collected from their Year Group Classroom by a member of Game On staff and be escorted to the school hall at 3.30pm.
- A member of the Game On staff will take a register of all contracted children. They will



also liaise with office staff and teachers to determine any reason why a child is not accounted for.

Departure

- Children are not to be collected during After school club as this is disruptive to all children and the staff running it. This will only be allowed in exceptional circumstances.
- Parents/Carers must ensure that any person who may collect their child is listed on the electronic system via the school office.
- Children can only be collected by their parent(s) or by an adult (over 16) who the parent has authorised to collect. In the event that a child is collected by someone unauthorised, the parent will be contacted to check whether the person can collect the child or not. If the parent cannot be contacted, then the child will not be permitted to leave the building with the unauthorised person. This is to safeguard them. They will then be placed in Care Club and a charge for this will be made.
- Parents must inform the school if their child is going to be absent from club.

4. Daily Routine

Morning Session

Our Breakfast Club is available for all Rugby Free Primary School children from Years R-6 and runs from 7.30am to 8.35/40am.

- 7.30am – 8.15am parents are able to bring their children to Breakfast Club, which is situated in the main school hall.
- Breakfast (toast or cereal) is served until 8.15am.
- 8.30am tidy up time - encouraging the children to take responsibility for the hall environment.
- 8.35am children are to collect their belongings and all children be escorted to their relevant classroom.

Afternoon Session

Our after-school club is available for all Rugby Free Primary School children from Years R-6

- Pupils are looked after in their classrooms by Teaching Assistants from the end of the school day until 3.30pm. This is the time that they can have a rest, eat a snack and have a drink and use the toilet.
- 3.30pm children are to be collected by their club leader and taken to their club
- 4.20pm – all children leaving club will be collected by an adult / carer over the age of 16 from the school playground.
- 4.20pm – 5.45pm children can choose from a range of play and planned activities, both indoors and outdoors (weather permitting). During this time all children will be offered a light snack from an organised menu.



- Parents are unable to collect their children between 4.20pm – 5.00pm due to the children having their tea/snack.
- 5.45pm – all remaining children are to be collected from the main hall at the very latest.

5. Behaviour

Whilst attending Club children are expected to:

- Use socially acceptable and safe behaviour
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Exciting and engaging clubs/provision

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm, and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between the children to try to resolve conflicts through discussion and negotiation.
- Staff will, with consent from teachers and or parents, 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 school may decide to exclude the child from Club provision – this may be for the rest of the term or the rest of the academic year. The reasons and processes will be clearly explained to the child and their parent / carer. Clubs are not a statutory part of education therefore school has the final say on whether an exclusion is an appropriate form of action. This will be done as a last resort after all avenues (e.g., moving clubs) have been explored.

6. First Aid

- All accidents are to be recorded in the school accident book, accurately reported to



the parent / carer upon collection and signed by a member of the Game On staff.

- Accident records must give details of – time, date, nature of accident, details of the child involved, type and location of the injury, action taken and by whom.
- All incidents are to be dealt with by a qualified first aider.

Parents of any child who become unwell during Club are to be contacted immediately. If a child is sent home during school hours, Game On staff will be notified of their absence.

7. Missing or Uncollected Children

Missing Children

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

- SLT will be informed of the missing child.
- A member of staff 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 and parents are to be contacted.

Uncollected Children

If a child has not been collected by 5.45pm parents/carers will be contacted in the first instance by telephone. The additional contacts that parents have provided will then be telephoned in order in the second and subsequent instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

If a child is not collected by 4.25pm they will automatically be placed in club and the parent(s) will be charged £7.00. The parent then needs to wait until 5.00pm to collect their child from Care club. If this happens more than 3 times in a term, after school club provision will be withdrawn for your child.

A fee will be applied for late collection from 5.45pm onwards at £1 per minute per child up until 6.00pm and then £2 per minute per child thereafter. This charge needs to be paid within a week of receiving the invoice. If parent/s are late more than 3 times in a term, school has the right to withdraw the service and alternative childcare will have to be sought.

8. Payment of Fees

It is a requirement that parents pay their fees promptly, either termly or half termly in advance. Payment is due for all contracted sessions even if your child is unable to attend their booked session.

The parent signing for the clubs 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 Operations Manager as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

It is possible to pay fees via childcare vouchers or BACS payment.

Procedures for payment of fees

- Invoices will be issued in accordance with the payment schedule.
- Invoices should be paid by the due date stated in the covering letter.
- Payments can be made by cash or cheque payable to Rugby Free Primary School. Payment can also be made via childcare vouchers or directly to our bank account, details of which are included in the covering letter.
- A receipt will be issued when payment of fees is made by either cash or cheque.
- If payment is not received by the due date this will result in a parent losing their childcare place.
- Parents should keep their receipts as proof of payment.
- All places are non-refundable - once you have booked, been invoiced and the term has started. This is because we have already booked and paid for staffing. This applies for any reason for cancellation e.g., illness, change in work patterns, leaving school etc.
- Parents who have any outstanding club payments will not be able to book their child into a club for the next term.

**PLEASE NOTE THAT SCHOOL CLUBS WILL NOT RUN ON TRAINING DAYS
OR DURING THE SCHOOL HOLIDAYS.**