

St. Robert's Catholic First School and Nursery

Oldgate, Morpeth, Northumberland NE61 1QF



*We care, we serve, we learn together in the love and truth of
Jesus*

Before and After school Provision policy

Date Reviewed:

April 2018

David Sutcliffe

Headteacher:

Review Date:

April 2019

Fiona Swift

Chair of Governors:

Introduction

The St Robert's Club is run by St Robert's First School and Nursery and exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 8am – 8.55am and from 3.15pm - 6.00pm term time, and current costs for each session can be obtained from the School Office or club staff. A copy of this policy is provided to all parents of children attending club and is also available on the school website.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

- All places are subject to availability.
- Pupils from the middle schools can access the club subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website.
- All pupils are welcomed to use the club provided there are spaces and parents/carers have previously completed the registration process.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.
- The school leadership reserves the right to refuse admission.

Arrival and Departure

Before School Club

- Parents/Carers are required to bring their child to the club through the main school entrance via the office. The staff will be alerted to your arrival when you press the doorbell situated on the left of the double doors.
- Children will be escorted to their relevant classrooms by 8.55am by the club staff.

After School Club

Collection of Infant Children

- Nursery and Reception children will be collected and escorted to the club by the Nursery Teaching Assistant.
- Years 1-4 children will be collected a teaching assistant and brought to the club.

Middle School pupils:

- Pupils from Year 5/6/7 will make their own way to the club from their schools. They must sign in on arrival to the club.

The club staff will take a register of all children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure

- When a child is collected at the end of or during a session, *they must be signed out by a parent/carer or named collector* and the time recorded.
- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.

Daily Routine

Morning session

- 8am – 8.45am parents bring their children to Before School Club situated in the school hall where a range of activities are set out.
- 8.40am tidy up time encouraging the children to take responsibility for the environment.
- 8.45am children collect their coats and bags. All children are escorted to their appropriate classroom where they meet up with the rest of the children awaiting the start of school at 8:55am.

Afternoon session

- 3.15pm – all children will be collected from their classrooms by club staff.

Behaviour

Whilst attending Club children are expected to:

- Use socially acceptable 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.
- Sticker rewards.
- Informing parents about individual achievements.
- Awards given out during Friday's for exceptional accomplishments.

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 children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

- Pupils can be referred to the senior leadership team to deal with any persistent challenging 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.

First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of the club 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.

Missing or Uncollected children

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 £10 fee will be applied for late collection from 6.10pm onwards. This charge will be added to your account.

Payment of Fees

All club members will book and pay for the provision through School Gateway.

Fees are to be paid in advance.

The parent signing 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 school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

Procedures for payment of fees

All fees will be paid through School Gateway unless you are using childcare vouchers. For Childcare vouchers please contact the office.

Related Whole School Policies:

- Child protection policy
- Equal opportunities policy
- Health and Safety policy
- Mobile phone use policy
- Behavior policy