



**Bishop Aldhelm's C.E.
Primary School**

Loved by God; United in Learning

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*Love, Unity,
Courage
and Inspiration*



Wrap Around Care: Lookout Club Policy



September 2023 – September 2025



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Date of Policy: September 2023

Review Policy: September 2025

Foreword To All School Policies

The separate document 'Foreword To All School Policies' should be considered as part of every school policy as it places our policies and our work in their full context.

1. Rationale:

The safety of pupils is our priority whilst they are in our care at school. Bishop Aldhelm's CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We aim to promote equality of opportunity and a positive attitude to all pupils and staff. The Government states that all schools will need to provide an extended day for all pupils, either on site or through linking with a local service provider. Bishop Aldhelm's CE Primary School provides before and after school activities to cater for children who need wrap-around care which take place in The Lookout Club. Our staff provide a range of indoor and outdoor activities when the weather and time of year allow.

2. Aims of this policy:

This policy is in place to ensure that high quality 'extended day' (before and after school club) is provided and made available for all pupils who need wrap-around care.

This policy aims to provide clarity of systems and purposeful provision operated through the Lookout Club which aims to:

- Provide childcare for children from 7.45am until the start of School (8.45am) and after school from 3.15pm until 6.00pm- subject to availability
- Ensure all children are kept safe and happy
- Promote Bishop Aldhelm's School Values through activities and environment
- Provide an inviting and stimulating environment which engages children in positive play and activities.
- Provide planned activities and opportunities that link to the curriculum which the children experience at Bishop Aldhelm's.
- Provide experiences for children to develop life skills and foster a creative, innovative mind
- Provide breakfast and afternoon snacks which children are involved with creating.

3. Booking and Payment

Bookings and online payments via MCAS can be made termly in advance. Payment must be made at the time of booking to secure sessions (please contact the office for payment by childcare vouchers). Places are allocated on a first come first served basis.

Please see the full terms and Conditions available on the school website: Pupil & Parents/Wrap Around Care.

The cost of Earlybird Club is:-

7.45am - 8:45am - £3.50.

The cost of Owls is:-

3.15 pm - 5.15 pm - £7.50

3.15 pm – 6.00 pm - £10.00

Failure to pay on time may result in the withdrawal of a place at the club.

If a child attends without pre-booking, a charge of £10 will be applied **in addition** to the normal club fee, subject to space being available.

If there is no space in the club the child **MUST** be collected.

If a session is required at short notice (less than 24 hours' notice) please contact lookout@bishopaldhelms.poole.sch.uk. If space is available a late booking charge will be applied at a cost of £5 for both Early Bird and Owls club **in addition to** the club fees.

Children must be collected promptly by either 5.15pm or 6pm depending on which session has been booked, failure to do this will incur additional charges of £10 per every fifteen minutes.

These fees are subject to change, with prior notice to be given of any changes.

All advanced payments are non-refundable. Credit will not be given for missed sessions or cancellations unless 24 hours' notice has been given. **Please note that Early bird club and Owls club will not run on INSET days or during the school holidays.**

4. 'Early birds' - Before School Club

Our before school club is available for all Bishop Aldhelm's pupils from Pre-School – Year 6. It operates between 7.45am and 8.45am where children will be offered a healthy breakfast.

Breakfast will consist of a choice of toast (with a choice of healthy spreads), cereal, yoghurt, fruit and cold drinks. On occasion cooked eggs may be provided. Where possible items will be self-service - promoting life skills for the children to serve themselves.

There will be a range of activities available including the use of the indoor and outdoor environment. These activities will be planned for and linked to our long term planner.

Children will be walked to class at 8.45am by club staff, with the exception of Year 5 and Year 6 children who walk to their rooms themselves. A member of school staff is on duty during this time every morning.

This session costs £3.50 per day.

5. Owls - After School Club

This session is available for all Bishop Aldhelm's pupils from Foundation – Year 6 and operates from 3:15pm to 6:00pm each day and Pre-School operates from 3.15pm to 5.15pm.

There will be a range of activities available including the use of the indoor and outdoor environment. These activities will be planned for and linked to our long term planner. Children will also be given support with reading and homework, if needed

A healthy snack will be provided and children with dietary needs will be catered for.

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 (as per safeguarding regulations and policy).

Children should be collected from the Lookout club by 6.00pm at the very latest. If a child is not collected by 6:00pm, late fees will be applied and we will attempt to contact the main carer and any other emergency contacts repeatedly. At 6.15pm, if the child has still not been collected, the Headteacher will be informed and will make a decision to contact social services and/or the police.

6. Lookout Club staff aim to provide the following:

- A varied programme of activities which are themed and drawn from a long term curriculum planner.
- 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 safeguarding.
- A commitment to equal opportunities.
- Safe equipment that is looked out.
- Sufficient numbers of staff are first aid trained and hold valid food hygiene qualifications.

7. Parents should:

- Make sure that they have read and understood the Terms and Conditions – by signed up to clubs, they are confirming agreement of the terms and conditions.
- Make sure the club is updated with emergency contact details and medical information.
- Collect children promptly at the end of the session (Owls – After School Club).
- Give notice if children are going to miss a session for any reason or if they will be delayed collecting children.
- Pay in advance

8. Exclusion from Before and After School Club

School policies, including Behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable for the safe & efficient running of the club, parents will be informed of this by a member of the school's Headship Team in the first instance and a warning will be given to the child.

Any additional unacceptable behaviour will result in the child being excluded from the club for a period of time deemed appropriate by the Headship Team.

9. Documentation

This policy should be read in conjunction with the following policy documents:

- Safeguarding policy
- Code of conduct policy
- Behaviour policy
- Anti-Bullying (Friendship) policy
- First Aid policy
- Pastoral Care policy

- Health & Safety policy (including food & hygiene information)
- Branding Policy

10. Review and Monitoring

Monitoring of the Lookout club will be completed by the Headship team on a termly basis to ensure safe and quality provision is taking place.

This policy will be reviewed bi-annually by the leaders of the Lookout Club and Governing Body.