



## Mottram C.E. Primary School

### Before & After School Club Policy

#### **Introduction**

The Breakfast Club is run by Mottram CE Primary School and is a provision for parents/carers to bring their children to be supervised for the hour prior to the school day commencing.

It provides a range of stimulating and creative activities in a safe environment.

The club operates from 8:00am – 9:00am during term time, and current cost for each session is £4:00.

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**

- Only children attending Mottram CE Primary School are eligible to attend Club.
- All places are subject to availability.
- The registration and payment 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.
- Non contracted pupils are welcomed to use the club provided there are spaces and parents/carers have previously completed the registration process.
- Breakfast Club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

#### **Arrival and Departure**

##### ***Before School Club***

Parents/Carers are required to bring their child directly to club and sign them in. You should enter the club via the external foyer at the main school entrance, the staff will be alerted to your arrival.

##### ***After School Club***

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

#### **Departure**

Presented at the Governing Body meeting on 6 February 2024



Love

Compassion

Respect

Believe

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 data form and that it is kept fully up to date.
- Parents must inform Club staff if their child is going to be absent from Club.

## Daily Routine

### Morning session

- 8:00am – 9.00am parents bring their children to Before School Club situated in the School Hall area where a range of activities are set out.
- 8.00am children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.
- 8.45am tidy up time encouraging the children to take responsibility for the environment.
- 8:55am children will go to their classrooms read for registration and commencement of the school day.

### Afternoon session

3.15pm – 3.20pm children go to club.

## 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.

### ***Dealing with inappropriate behaviour:***

- Challenging behaviour will be addressed in a calm, firm and positive manner following the school behaviour policy.
- Staff will consult with parents to 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 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



Love

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- All accidents will be recorded in the school accident book, accurately reported to the parents/carer where required.
- 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 Child***

In the event that a child goes missing, the schools missing child policy will be followed

### ***Uncollected children***

If a child has not been collected parents/carers 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 may be levied for late collection.

## **Payment of Fees**

All club members will receive notification via ParentPay of money owing for clubs.

It is a requirement of the club that parents pay their fees promptly. Fees are to be paid in advance, and payment is due for all contracted sessions even if your child is unable to attend their booked session.

The parent/carer 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 payments are made via ParentPay

## **Related Whole School Policies:**

- Child protection and Safeguarding policy
- Equal opportunities policy
- Health and Safety policy
- Missing child policy