



HILL VIEW

Extended Care

Morning and After School Club



Aims

- To provide a childcare facility that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued.
- To provide children with a healthy snack and drink.
- To have strong partnerships with parents/carers.
- To provide a range of play activities to engage, support and stimulate the children.

Introduction

Morning Club (MC) and After School Club (ASC) have been set up to provide high quality out-of-school hour's childcare for children that attend the school between the ages of 4 and 11¹. This wraparound childcare facility is run by the school and offers a range of stimulating and creative activities in a safe environment.

The clubs operate from 8 am – 8.45am and from the end of the school day (usually @3.10pm)– 5.30pm term time and current costs for each session are detailed below. A copy of this policy is provided to all parents of children attending the clubs and is also available online 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

- Only children attending Hill View Primary School are eligible to attend the Clubs.
- All places are 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.
- Non contracted pupils are welcome 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.

Staffing:

The Head and Deputy head Teacher will have ultimate oversight and responsibility for the club. In the absence of these members of the school SLT, responsibility will go to the next most senior member of staff. This will include matters relating to Safeguarding, safety and behaviour.

- Club Manager- This person will be responsible for taking the registers and planning and organizing the provision.
- Club Assistants*- These people will be responsible for supervising, working alongside, playing and supporting the children.
- Bank staff- Additional staff will be recruited to cover sessions should a member of staff be absent or unavailable.

*A suitably qualified member of staff will take responsibility for food prep.

Staffing follows a ratio of 1:8. If a member of staff, for any reason, will not be able to attend Morning or After School Club they will contact the Club leaders, who will refer the matter to the Deputy Head teacher in order for a replacement to be arranged. Members of the teaching staff and SLT are on site to offer additional support if necessary.

Organisation

- The Morning Club is open Monday – Friday from 8:00am to 8:45am. At the morning bell the children will make their own way to their classrooms. Younger children will be escorted to their classes as necessary.
- Morning Club children are collected from the school reception area by a member of the Morning Club staff. Children arriving after 8:00am will be admitted and registered by a member of the office staff.
- Both Morning and After School Clubs are located in the Dining Room.

¹ This means that the provision does not need to register with OFSTED.

- The clubs are available for all children from EYFS to Year 6
- The After School Club is open Monday – Friday 3:15pm to 5:30pm.
- Children up to Year 2 are collected by the After School Club leader from their classrooms.
- Children from Year 3 to Year 6 will come to After School Club independently.
- Children attending an after School Club prior to After School Club will be collected at the end of the activity by a member of After School Club staff.
- Parents will collect After School Club children from the external door of the Dining Room. This is secured at the beginning of each After School Club session and is only opened by members of the After School Club staff.
- Children from After School Club will only be handed to parents/carers or with prior arrangement for a third party.

Food and activities

Morning Club

- Children will get a choice of toast, Brioche, fruit, fruit juices and water.
- Morning club will offer a range of activities for the children including an opportunity to complete Home Learning/Homework.

After School Club

- Children will get a choice of bread and butter, toast, crackers or crumpets, a piece of fruit, either a biscuit or piece of cake and a drink of water. Parents are responsible for informing the After School Club leader of any medical/dietary requirements.
- A number of activities are available including:
 - Construction toys, games
 - Computer activities
 - Outdoor play in playground or Quad area
 - Indoor play in either Hall
 - Craft and creative activities.
 - Support with Home Learning

Parents/carers may donate appropriate age toys and games but Morning Club and After School Club cannot be responsible for the loss or damage to any items brought from home.

General terms and conditions.

The below Terms and Conditions relate to the Hill View Primary Academy Morning Club and After School Club. Parents/Carers who complete a registration form must sign the bottom of the registration form agreeing to these terms and conditions. By signing the registration form you agree that you have read and understood all terms and conditions and any queries should be cleared up before signing the registration form.

- Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
- All sessions are allocated on a first-come, first served basis but priority will be given as in the following order:
 - To children already attending;
 - To siblings of older children already attending (ratios permitting);
 - Those seeking to attend daily;
 - Those wishing to attend on regular days.
- Parents/carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be made in writing to the Morning Club or After School Club Leader.
- Outstanding payment: **The Extended Services Staff reserve the right to refuse any child entry into club if payment is not made, at least two weeks in advance, including late collection charges.**

- **Payment must be made at least two weeks in advance of each session. If payment has not been received, a place will not be allocated and your child will not be able to attend.**
- Those on a club waiting list will be notified once a place becomes available and must notify the school if they no longer wish to remain on the club waiting list.
- The Morning Club starts at 8.00am. Children must arrive at this time and follow the arrangements for safe supervision into the school that will be shared with them.
- After School Club starts at the end of the school day and younger children will be collected from class while older children take themselves to After School Club. A snack is provided so please do not supply any supplementary food. After School club finishes at 5.30pm, parents can collect children any time before 5.30pm.
- An authorised adult must collect the child from the After School Club on each afternoon they attend. (Authorised adults are those that have permission known to the Club leader to collect children from the club).
- For After School Club, parents/carers agree to abide by the late collection policy. A penalty of £5 for every 15 minutes or part of after 5.30pm. Parents/Carers agree to pay this charge before their child continues to attend any extended school services.
- The Morning Club and After School club will not run on days that the school is closed to pupils.
- Should the school close due to unforeseen circumstances, parents/carers will receive a reduction in the amount owing for future sessions, equivalent to the amount paid for the session the school was closed.
- **If your child is unable to attend a session, you must notify the school office, or Extended Services Staff, in advance. This includes if your child has been granted permission to walk home after school or is attending an event or other club after school.**
- At time of booking you select specific days/dates which you would like your child to attend. If your child is unable to attend for any reason, including sickness, you will not be entitled to a refund.
- Please notify After School Club directly on 07748 557 464 if your child will be absent from the club.
- **Parents have two payment options:**
 - **Wisepay:** Parents / Carers can book places via Wisepay for each session they require
 - **Child Care Vouchers:** Child Care Vouchers are accepted. To secure a place at either club, you must discuss with the Club Manager or Office Manager of your intention to pay via child care vouchers scheme. You will then be required to email the Office Manager, office@hillview.bournemouth.sch.uk with the dates you require to be booked, the value of the child care voucher and details of the child care voucher provider. Payment must be made two weeks in advance of each session.
- If you choose to pay with child care vouchers you must allow enough time for Hill View Primary Academy to be registered with the child care voucher provider. We cannot authorise any payments with child care vouchers until the school is registered with the provider and payment is collected from the provider. Please note: Registering with child care providers can take up to two weeks depending on the provider.
- Parents/Carers should inform the Extended Services Staff of their means of payment so this can be logged to avoid confusion.

- Please note: Payment reminders from the school cannot be arranged. It is the responsibility of the Parents/Carers to ensure payments are always in advance by at least two weeks to ensure their child is allocated a place.
- The extended school services are additional care outside normal school hours. The clubs policies and procedures reflect the school policies and procedures and parents can read the extended schools policies and procedures on request at the school office.
- The Extended Service Staff aim to provide a safe, stimulating and happy environment for all children.
- The extended service staff reserve the right to exclude any child whose behaviour is disruptive, following the schools behaviour policy.
- We will endeavour to provide a high quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns please speak to the Extended Services Staff. If this is not resolved please contact the Head teacher. If you are unable to resolve this issue please follow the schools formal complaint procedure.

Fees and Payment

Morning Club fees:

8:00-8:40 £2.00 per child, per session

- Fees are payable in advance.
- We would ask that fees are paid via **Wisepay** (please select the Morning Club option on Wisepay) Childcare vouchers can be used for payment of Morning Club fees with agreement of Morning School Club leader. Details/registration must be made prior to booking confirmation.
- If for any reason payment is not received with the booking form a space will not be held.

After School Club fees:

3:15-5:30pm £8.00 (1st child)

3:15-5:30pm £7.20 (sibling rate)

- Fees are payable in advance (a deposit for the first two weeks sessions payable on booking). The balance is payable prior to the end of the second week, to enable payment to remain in advance.
- We would ask that fees are paid via Wisepay. If agreed with the After School Club leader fees can also be paid in cash providing the correct amount is given, no change is available. Childcare vouchers can be used for payment of After School Club fees with agreement of After School Club leader. Details/registration must be made prior to booking confirmation.
- All ad-hoc sessions must be paid for prior to a child attending After School Club.
- In the case of an emergency session payment must be made at the end of the After School Club session.
- If for any reason payment is not received with the booking form a space will not be held until the payment has been received. In the case of the balance not being paid, when agreed, the After School Club reserves the right to cancel all sessions that remain unpaid.
- All After School Club payments must be kept separate from the Morning Club payments, by selecting the After School Club option on Wisepay or handing cash to the After School Club leader.

Refunds

There will be no credits, refunds or alternative sessions offered for sessions booked but not used unless a school event has been organised post booking. However, if the school cancels the club a credit will be offered.

Cancellation

Morning and After School Club will only be cancelled in the event of a school closure due to adverse weather conditions or a problem with the school building, i.e. no heating/water supply. In the event of a school closure parents will be advised via Groupcall.

Parents are required to notify the After School Club leader via text to the After School Club mobile or by contacting the school office if for any reason a child is not attending After School Club. In the event After School Club spaces are no longer required parents are requested to notify the After School Club leader as soon as possible either via text or in writing to enable spaces to be offered to children on the waiting list.

Late Collection from After School Club

In the event that a parent is running late and will not be able to collect a child by 5:30pm, the parent is requested to inform the After School Club leader, by phoning the After School Club mobile number, to enable the After School Club to advise the child. In the event that lateness becomes a regular occurrence, (more than once every half-term), a late charge of £5.00 will be applied. If any later than 15 minutes there will be a charge of £10.00 per 15 minutes thereafter.

Communication with Parents

- Staff will communicate verbally with parents/carers, which may involve advising parents of illness, behaviour, messages from class teacher.
- Written communication will be handed to parents or placed in children's book bags, for matters regarding Morning Club and After School Club, i.e. Booking Forms. Morning club will respond to any email enquiries.
- Request for payments for After School Club will be sent via Groupcall.

Accidents and Illness

In the event of illness or a serious accident parents will be contacted as soon as possible. In the event of a minor accident parents will be advised by the After School Staff on collection of the child. Basic first aid will be given by a first aid trained member of staff and recorded in the accident book.

Medication

The After School Club follows the school's Medical Conditions in School policy. The After School Club leader will administer any anti-biotic or similar medication required whilst a child is at After School Club, providing the appropriate consent form is completed and signed by the parent. Forms are held at the school office and can be completed and returned, along with the medication, to the office staff for collection by the After School Club leader.

Equal Opportunities

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equal Opportunities policy.

Complaints

All complaints will follow the school's complaints policy.

Parents and Carers must read, agree and sign to the Extended Services Terms and Conditions. The Extended Services late collection policy is part of these terms and conditions. Your child's club placement is not confirmed until the school receives acknowledgment and signed agreement of the terms and conditions requested at the bottom of the club registration form.

Extended Services - Late Collection Policy

It is extremely important that children are collected on time from our extended services as late collections can cause major issues for the external providers and the school.

- After School Club finish promptly at 5.30pm.

Parents/Carers agree to make appropriate arrangements for their child to be collected at the stated finish time. Please be aware that late collection after this time will be charged at £5 for every 15 minutes or part of after 5.30pm. Parents/Carers must appoint a responsible person to collect their child and those responsible persons must be named on the registration form. It is parents/carers responsibility to ensure those authorised to collect children understand the importance of collecting the child on time.

Please Note: Children will only be dismissed to the responsible adults named on the registration form. Any confusion which leads to the child remaining in the schools supervision will result in the late fee being charged.

On the first occasion that a child is collected late; parents/carers will be reminded of the late collection policy and asked to sign a late collection agreement. The Club Manger will automatically contact parents/carers regarding late fee payment.

On the second occasion that a child is collected late parents/carers will be reminded of the late collection policy and asked to sign a late collection agreement. The Club Manager will automatically contact parents/carers regarding late fee payment.

If a child is collected late on two occasions, the child may be excluded from the club and the fees paid will not be refunded.

Parents/Carers must contact the Club Manager if they are aware that they will be late to collect their child. If you are unable to contact the extended services team please contact the school office on **01202 514109** or the After School Club Manager on **07748557464** between the hours of 8am and 4.30pm.

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.
- Parents must inform Club staff if their child is going to be absent from Club (You will be charged for sessions that have been booked)

After School Club – Snack Time

At After School Club we offer a variety of snacks to the children consisting of the following:

Cream Crackers	& Spread	Bread & Spread	Toast & Spread
	Crumpet & Spread		Wrap & Spread

This is also accompanied by a selection of vegetables /fruit, including the following:

Carrots	Cucumber	Tomatoes
Peppers	Bananas	Raisins

We also offer a digestive or rich tea biscuit alongside water to drink.

On occasions we receive foods from the dining room, mainly deserts such as cake/brownie, cookies or crumble, which is offered to the children as an alternative to our usual biscuit.

All children are given the option to select their snack according to their preferences, in line with our guidance to encourage a balanced diet and healthy eating.

We would be happy for your child to bring a healthy snack to After School Club if you feel that it is necessary for their wellbeing. An item such as a sandwich, crackers etc, a piece of their favourite fruit and a plain biscuit would allow us to support your child, whilst maintaining our procedures established with the other children.

As we need to be aware of food allergies we would like to ask that no foods be given that may produce an allergy, i.e. nuts.

TERMS AND CONDITIONS

Revised July 20

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1. Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
2. All sessions are allocated on a first-come, first served basis but priority will be given as in the following order:
 1. To children already attending;
 2. To siblings of older children already attending (ratios permitting);
 3. Those seeking to attend daily;
 4. Those wishing to attend on regular days.
3. Parents/carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be made in writing to the Morning Club or After School Club Manager.
4. Outstanding payment: **The Extended Services Staff reserve the right to refuse any child entry into club if payment is not made, at least two weeks in advance, including late collection charges.**
5. **Payment must be made at least two weeks in advance of each session. If payment has not been received, a place will not be allocated and your child will not be able to attend.**
6. Those on a club waiting list will be notified once a place becomes available and must notify the school if they no longer wish to remain on the club waiting list.
7. The Morning Club starts at 8.00am. Children must arrive at this time.
8. After School Club starts at the end of the school day and younger children will be collected from class while older children take themselves to After School Club. A snack is provided so please do not supply any supplementary food. After School club finishes at 5.30pm, parents can collect children any time before 5.30pm.
9. An authorised adult must collect the child from the After School Club on each afternoon they attend.
10. For After School Club, parents/carers agree to abide by the late collection policy. A penalty of £5 for every 15 minutes or part of after 5.30pm. Parents/Carers agree to pay this charge before their child continues to attend any extended school services.
11. The Morning Club and After School club will not run on days that the school is closed to pupils.
12. Should the school close due to unforeseen circumstances, parents/carers will receive a

reduction in the amount owing for future sessions, equivalent to the amount paid for the session the school was closed.

- 13. If your child is unable to attend a session, you must notify the school office, or Extended Services Staff, in advance. This includes if your child has been granted permission to walk home after school or is attending an event or other club after school.**
14. At time of booking you select specific days/dates which you would like your child to attend. If your child is unable to attend for any reason, including sickness, you will not be entitled to a refund.
15. Please notify After School Club directly on 07748 557 464 if your child will be absent from the club.
- 16. Parents have two payment options:**
 1. **Wisepay:** Parents / Carers can book places via Wisepay for each session they require
 2. **Child Care Vouchers:** Child Care Vouchers are accepted. To secure a place at either club, you must discuss with the Club Manager or Office Manager of your intention to pay via child care vouchers scheme. You will then be required to email the Office Manager, office@hillview.bournemouth.sch.uk with the dates you require to be booked, the value of the child care voucher and details of the child care voucher provider. Payment must be made two weeks in advance of each session.
17. If you choose to pay with child care vouchers you must allow enough time for Hill View Primary Academy to be registered with the child care voucher provider. We cannot authorise any payments with child care vouchers until the school is registered with the provider and payment is collected from the provider. Please note: Registering with child care providers can take up to two weeks depending on the provider.
18. Parents/Carers should inform the Extended Services Staff of their means of payment so this can be logged to avoid confusion.
19. Please note: Payment reminders from the school cannot be arranged. It is the responsibility of the Parents/Carers to ensure payments are always in advance by at least two weeks to ensure their child is allocated a place.
20. The extended school services are additional care outside normal school hours. The clubs policies and procedures reflect the school policies and procedures and parents can read the extended schools policies and procedures on request at the school office.
21. The Extended Service Staff aim to provide a safe, stimulating and happy environment for all children.
22. The extended service staff reserve the right to exclude any child whose behaviour is disruptive, following the schools behaviour policy.
23. We will endeavour to provide a high quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns please speak to the Extended Services Staff. If this is not resolved please contact the Head teacher. If you are unable to resolve this issue please follow the schools formal complaint procedure.

Parents and Carers must read, agree and sign to the Extended Services Terms and Conditions. The Extended Services late collection policy is part of these terms and conditions. Your child's club placement is not confirmed until the school receives acknowledgment and signed agreement of the terms and conditions requested at the bottom of the club registration form.

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Please Note: Children will only be dismissed to the responsible adults named on the registration form. Any confusion which leads to the child remaining in the schools supervision will result in the late fee being charged.

On the first occasion that a child is collected late; parents/carers will be reminded of the late collection policy and asked to sign a late collection agreement. The Club Manger will automatically contact parents/carers regarding late fee payment.

On the second occasion that a child is collected late parents/carers will be reminded of the late collection policy and asked to sign a late collection agreement. The Club Manager will automatically contact parents/carers regarding late fee payment.

If a child is collected late on two occasions, the child may be excluded from the club and the fees paid will not be refunded.

Parents/Carers must contact the Club Manager if they are aware that they will be late to collect their child. If you are unable to contact the extended services team please contact the school office on 01202 514109 or the After School Club Manager on 07748557464 between the hours of 8am and 4.30pm.

REGISTRATION AND BOOKING FORM

Childs details:				
Name		DOB		Class
Parent / Carer contact details:				
Name				
Home Tel.		Mobile:		Work Tel.
Email				
Other emergency contact details:				
Emergency Contact No 1.				
Name & Address				Relationship
Home Tel.		Mobile:		Work Tel.
Emergency Contact No 2.				
Name & Address				Relationship
Home Tel.		Mobile:		Work Tel.
Booking form:				
Tick the box to indicate the session(s) you wish your child to attend				
Monday	Tuesday	Wednesday	Thursday	Friday

Requested dates:

I would like my child to attend from: _____ to _____.

Please provide all the names of the responsible persons for the collection of your child from the club – your child will not be allowed home without the responsible adults named.

Persons authorised to collect my child:		
Name		Relationship
Tel.	Mobile:	Work Tel.
Name		Relationship
Tel.	Mobile:	Work Tel.
Any others authorised (Name &Tel)		

Medical and dietary information:	
Child's Name:	
Name of Child's Doctor:	
Doctor's Address:	
Doctor's Telephone No.	
Please list any medical conditions (e.g. asthma):	
<input type="checkbox"/> <input type="checkbox"/>	
Please list any medical allergies (e.g. allergic to penicillin):	
<input type="checkbox"/> <input type="checkbox"/>	
Please list an dietary/food allergies (e.g. dairy):	
<input type="checkbox"/> <input type="checkbox"/>	

First aid consent: To give your consent, please tick the boxes	
<input type="checkbox"/>	I give permission for first aid to be carried out on my behalf by a trained first-aider.
<input type="checkbox"/>	I consent to any emergency medical treatment necessary during the running of the club.
<input type="checkbox"/>	I authorise Hill View Primary Academy Club staff to sign any written consent required by the hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.

In signing this form, I declare the information to be true and accurate. I have read the Terms and Conditions of Hill View Primary Academy Extended Services and agree to follow its policies and procedures including the late collection policy.

Name.....

Signature.....

Date.....

<u>ADMIN USE ONLY</u>
Date Registered:
Payment Method

Hill View

Morning Club and After School Club

Staff Hand book

This Handbook has been written for staff in the Breakfast and After School Clubs as an additional operational guide alongside the policy that should also be read by all staff working or helping in the clubs.

Aims

- To provide a childcare facility that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued.
- To provide children with a healthy snack and drink.
- To have strong partnerships with parents/carers.
- To provide a range of play activities to engage, support and stimulate the children.

Introduction

Morning Club (MC) and After School Club (ASC) have been set up to provide high quality out-of-school hour's childcare for children that attend the school between the ages of 4 and 11². This wraparound childcare facility is run by the school and offers a range of stimulating and creative activities in a safe environment.

The clubs operate from 8 am – 8.45am and from the end of the school day (usually @3.10pm)– 5.30pm term time and current costs for each session are detailed below. A copy of this policy is provided to all parents of children attending the clubs and is also available online 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.

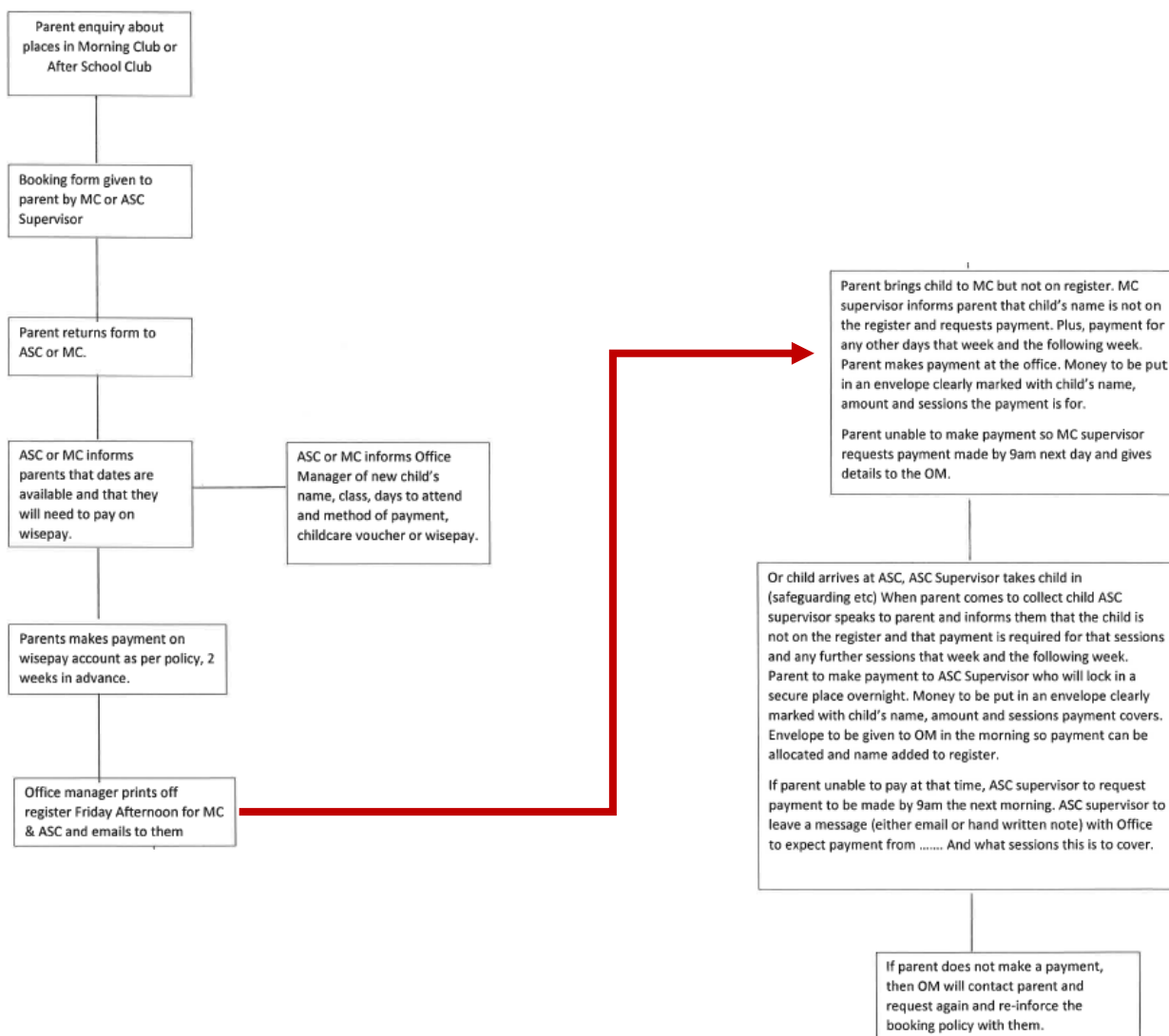
Operating Procedure for After School Club and Morning Club.

- Parents enquiries about MC & /or ASC and policy pages 1-13 of this document are given that include the booking form.
- Parent returns booking form and dates agreed with ASC &/or MC
- ASC / MC inform OM of the place offered and request wisePAY account to be set up.
- Once set up the parents can start booking on line.

- Parents book a place via wisePAY – 2 weeks in advance
- Register printed from wisePAY and given to ASC & MC – on Friday afternoons
- For each session a register is taken.
- Daily registers are to be returned to the office by the next day for both MC and ASC.

² This means that the provision does not need to register with OFSTED.

AFTER SCHOOL CLUB AND MORNING CLUB PROCEDURES



Practical organization:

Morning Club

- On registering the children in, if you find that a child is not on the list please speak to the parent at the time and remind them of the booking procedure.
- If the parent is unable to pay at the office there and then please request payment for the session by the end of the day.
- Add the child to the register.
- Once all children have been registered, please take a copy and give to the administrator and inform them that you are expecting some late comers.
- When the children arrive, the administrator is to radio down to morning club to inform them that a child is on their way and mark the child present on the register.
- If a child arrives late and is not on the register, the administrator is to speak to the parent and request payment, again for safeguarding the child is to be taken in and the register amended to show that they are present.
- At the end of morning club please give details of any child who attended and were not on the register's, whether parent has been spoken to and their response so that the main office is aware of anyone paying and so that this can be followed up.

All children attending morning club should be accompanied by a parent and the only exception to this is a year 6 child. If an unattended child arrive then they must be taken to Morning Club for safeguarding reasons. The parent can then be contacted by phone later that morning by the office to notify of the situation and a reminder of the correct procedure.

Parents are to make payment by cash (in a sealed envelope with details of child's name class and sessions being paid for) into the school office. The administrator will take the money and give the parent a receipt; the administrator will confirm with the parent what days they are paying for. The money and details are to be passed to Office Manager to allocate on **wisepay**. The register is then to be amended to show the child's name and that payment has been made. Copy the register and hand back to Morning Club for the next session.

Children whose parents pay by childcare voucher are not to be refused entry or parents asked for payment as their method of payment is slightly different and managed by the office. Please inform the Office Manager though if a child who normally pays via childcare stops attending either morning club or after school club.

On the next session if the same child returns for the next session and no payment has been made, again if the parent is there please ask for payment. Please follow the above procedures and leave a copy of the register with the office and make the office aware that this is the second session that hasn't been paid for.

The Office manager will contact the parent and request payment and state the procedures for booking a place at Morning Club.

Office Manager will contact parent to advise no payment has been received since MC spoke to them on day and that payment is required to secure bookings for this facility. If payment hasn't been made, then we cannot secure their child's place in MC. This will seek to prevent any instances of non-payment.

After School Club

- If a child arrives at ASC and isn't on the register, the child must be kept at ASC for safeguarding reasons.
- After School Club should contact parent to advise that their child is safe in after school club but the session hasn't been booked (paid for) and that they need to make a payment for this sessions and any other sessions they wish their child to attend this week or the following week.
- The register should be amended to show the child in attendance.

When the child is collected at the end of the session, the parent will give the money (cash or cheque) to After school club in a sealed envelope with the amount and dates this is for on it or agreed that a payment will be made in the morning at the main office. (Payments are to be made in cash in a sealed envelope clearly stating what sessions are being paid for and the child's name on it) Payments must be made for that session and any others that week that haven't been paid for.

The school office will issue a receipt for the payment and pass to the office Manager to allocate onto wisepay.

At the end of After School Club please leave a list of any children that have attended that were not on the register and brief information as to conversation with the parent (whether money is to be expected in the morning or already received so the office is aware of the situation).

When a payment is made it should be marked on the ASC register and the child's name added to any other days, a copy should be taken and left for the ASC in the pigeonhole ready for 3pm. This should then resolve the matter and no further action required.

If the child appears again the next session and there has been no payment received, then please pass the child's name and details of what day(s) they attend and when/how you contacted the parent to the Office Manager. This is to happen the same day.

Office Manager to contact parent to advise no payment has been received since ASC spoke to them on day and that payment is required to secure bookings for this facility. If payment hasn't been made, then we cannot secure their child's place in ASC.
Office Manager to deal with and resolve the situation and prevent further occurrences.

New members

If MC or ASC have offered places to new children and the parents have accepted, (booking forms completed and the booking process has been explained to them) then they must inform the Office Manager of the child's name, class and what days they will be attending so that their wise pay account can be set up and allow the parent to pay in the 2 weeks' timescale.

ADHOC Sessions

The office manager must be informed of all ad-hoc sessions offered before the child attends and payment must be made prior to the child attending the session where possible as there are always emergencies.

Policy information.

The Extended Club provision is run by Hill View Primary.

The school will undertake to ensure that all legal responsibilities are met (e.g. staffing contracts, health & safety, safeguarding and child protection, reasonable adjustments, insurance & governance). This will be achieved in the main by adjusting existing policies and procedures to cover this extended provision or where necessary rewriting and/ or developing new policy.

The club will continue to embody and develop the ethos and values of the school.

There will be a focus on developing children's social and collaborative skills, fostering a love of reading and learning and developing wellbeing and independence through being active and embracing challenge and reinforcing a growth mindset of resilience.

Ratios³:

For children aged three and over at any time in registered early years provision when a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is not working directly with the children:

- there must be at least one member of staff for every eight children
- at least one member of staff must hold a full and relevant level 3 qualification
- at least half of all other staff must hold a full and relevant level 2 qualification

Safeguarding and behaviour.

Whilst at the club the children will be encompassed by the school safeguarding and behaviour policy and expectations. All staff will be employed and vetted by the school as employees of Hill View primary. This will ensure that they have the correct clearances, qualifications and competences to work with children in this capacity.

- In accordance with safeguarding arrangements, all staff involved in the running of the Morning and After School Clubs have current DBS clearance and have also received Child Protection training. Designated staffs have Paediatric First Aid Training.
- All staff follow existing school policies and procedures for safeguarding, child protection, Code of Conduct, health and safety policies and fire safety procedures.
- All staff follow the school's E-Safety policy and procedures.
- A separate risk assessment has been completed for the Morning and After School Clubs.

Behaviour

Whilst attending Club children are expected to:

- Use socially acceptable behaviour – no biting, no hitting
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities with Curiosity, Growth and Resilience.

³ 3.34 Statutory framework for the early years foundation stage Setting the standards for learning, development and care for children from birth to five Published: 3 March 2017 Effective: 3 April 2017

- 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 including awarding the use of Sticker rewards.
- Informing parents about individual achievements.

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.

The Head or DHT will be informed of significant incidences and 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 accident book, accurately reported to the parents/carer upon collection and signed by a member of 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 children

The school site is a safe and secure place and during BASC sessions the usual perimeter security will operate to protect the security to and from the school.

In the extremely unlikely 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 the specified time then **a fee of £5 per 15 minutes will be applied.** If a child has not been collected by 5.30pm 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 30 minutes, ASC staff will inform the designated SLT lead who may take the decision to contact the police and Children's Social Care if no other contact named for the child can be reached.

The late collection charge **will be applied for late collection at the cost of £5 per 15 mins** directly to the contracted parent. If late collection becomes repeated and/ or an issue then SLT will be informed and this may result in the contracted offer of a place becoming forfeited and withdrawn.

Payment of Fees

It is a requirement of the club that parents pay their fees promptly in accordance with the payment schedule.


Fees are to be paid in advance, and payment is due for all booked sessions. If your child is unable to attend their booked session refunds are not available. 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. All fees are payable via the online payment system: Wisepay

Procedures for payment of fees

A receipt will be issued when payment of fees is made via the online payment system.

If payment is not received by the due date this may result in a parent losing their childcare place. 

Parents should keep their receipts as proof of payment. 

Complaints.

Should there be an aspect of the provision that a parent/ carer is not satisfied with or that has concerns these should be raised verbally in the first instance with the Before or After School Club Manager. If this does not resolve matters then an appointment can be made with the Head or deputy Head teacher to discuss the concern. If, following these steps there remains outstanding aspects of a complaint that are not resolved, then they can be put in writing to the Chair of Governors who will follow the school complaints procedures.

Related Whole School Policies:

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

References:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/503078/Registering_school-based_provision.pdf

Breakfast Club Safety and security

*Before the start of the morning session, the dining room and south hall will need to be checked to ensure they are safe play areas

*The children will arrive at the front office reception area for collection at 08:00

*Children that arrive after that time will be admitted by Club Manager

*Children must make their way to the south hall/dining area (they must not go to their classrooms first)

*Children will be registered and a copy taken to the front office

*Children must be monitored at all times

*At least one member of staff should be in the hall, one in the dining area and one in the kitchen preparing food/washing up

*Children and members of staff are not permitted to leave these safe areas unless they have sought permission/advised another member of staff

*Children are not permitted:

- in the kitchen unless accompanied by an adult
- to use the laptop
- to stand on any staging
- to use the climbing equipment

*Children are to use the toilet outside of reprographics (they must be reminded to wash their hands)

*Children are permitted to leave Morning Club at the 08:40 bell. Younger children may need assisting to their classrooms

Hill View Primary school

Morning and After School Club Risk Assessment

Who may be harmed? Pupils and Employees				
Hazards (including inadequate/ Lack of arrangements)	Existing control measures	✓if in place X if not	If x state the action to be taken with timescales or indicate any additional control measures	Risk rating High, medium, low
Parental consent	*Have parents provided formal consent for their child to attend? *Are parent's up-to-date details known? (in the event of an emergency, cancellation, missing pupils or unforeseen problems)		Parents are provided with a booking for to complete Contact details are reviewed half termly by Mrs Finn for After School club (ASC) and Mrs Williams for Morning Club (MC)	
Security	*Is the means of access to the club's area securely controlled? *Is a communication link/phone available in the area(s) used by the club? *Is a daily register kept? *Are arrangement in place for the safety of children being dropped off?		MC are able to phone through to front office which is manned from 08:00/Mrs Finn has a mobile phone for ASC Parents are to wait with the children in the front reception until they are collected by MC staff	
Selection of rooms for Morning Club use	Are all rooms used by the Morning Club suitable in term of size, layout, occupancy, proximity to welfare facilities etc?			
Selection of rooms for After School Club use (including ICT suite)	*Are all rooms used by the After School Club suitable in term of size, layout, occupancy, proximity to welfare facilities etc? *Are children informed about internet safety and are they suitably supervised to ensure they are adhering to school regulations?			
Selection of outdoor areas for After School Club use	*Are all outdoor areas used by the After School Club suitable in terms of security, safety, layout, occupancy and proximity to welfare facilities?		ASC have had issues with the gates left open	
Supervision	*Are supervision ratios appropriate (taken into consideration absenteeism/holidays/sickness?)		MC have asked for an extra member of staff to ensure ratios are met	
Information relating to pupils	*Are suitable arrangements in place for the club staff to receive adequate information from parents and school that relates to the attending pupils? (medical, dietary, allergies, behaviour and any other special need)			

Use of school equipment	<p>*Are the staff aware of equipment that may or may not be used by the club?</p> <p>*Are staff and children aware of fire evacuation procedures? (sound of the alarm, location of exit doors, fire assembly point)</p> <p>*Are the staff aware of who has responsibility for contacting the emergency services outside of school hours?</p>			
First Aid/administering medication	<p>* Are there adequate numbers of First Aid trained staff (considering absenteeism, holidays, sickness)</p> <p>* Is refresher training provided every 3 years?</p> <p>*Is the First Aid equipment within easy access of the club areas?</p> <p>*Is there a policy for administering medication when needed and are the staff aware of the policy?</p> <p>*Are staff trained to administer medication? (Epipens, inhalers etc.)</p> <p>*Are staff aware of the location of the medication?</p>			
Electrical safety	<p>*Are arrangements in place for portable appliances to be regularly PAT tested?</p> <p>*Are there sufficient numbers of sockets in the rooms to avoid the use of extension leads?</p> <p>*Do the sockets, in the areas of use have safety covers?</p> <p>*Are the staff aware to visually check for damaged electrical sockets and appliances?</p>		<p>Regularly inspected by school caretaker</p> <p>School caretaker was asked to ensure plug safety covers were replaced</p>	
Inspections	<p>*Are arrangements in place for the rooms/outdoor play areas to be inspected by the staff prior to use?</p> <p>*Are the staff aware of procedures to report health and safety hazards?</p>			
Welfare facilities	<p>*Are there adequate toilets facilities available for children attending the club?</p>			
Food Safety	<p>*Have the staff responsible for preparing/handling the food appropriate food safety knowledge?</p> <p>*Is there suitable arrangements for the storage of food?</p>			

	*Are foods known to cause allergies to children avoided?			
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Assessed by: (print name)

Signed

Date

Assessed by: (print name)

Signed

Date