

## **After School Policy**

### **Our Core Aims**

- To provide an affordable, childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils to have care after school hours.

### **Introduction**

Bury CE Primary School After-School Care is run by Bury CE Primary School and exists to provide high quality out-of-school hour childcare for our parents/carers. The children have the opportunity to extend their day within the school building and to join in a variety of activities on offer.

The care operates term time only (excluding inset days) from:

- 3:15pm – 4:30pm or
- 3.15pm – 5.30pm

Current costs for each session can be obtained from the School Office.

A copy of this policy is provided to all parents of children attending the sessions and is also available on the school website. All parents must complete a registration form for each child attending the sessions and sign the parental agreement to adhere to the terms of this policy.

### **Admissions**

- Only children attending Bury CE Primary School are eligible to attend After School Care sessions.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement of the sessions.
- Parents requiring ad hoc places are welcome to use the After School Care provided there are spaces and parents/carers have previously completed the registration process. There is an additional charge for ad-hoc places.
- All After School Care staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

### **Booking places**

- Places for After School Care are to be booked via Parentmail and all payments must be made either through Parentmail or through the governments tax free childcare scheme (Childcare Choices) \*prior to the session attended by the end of the preceeding term. If booking an ad hoc place, parents must also email office@bury.school
- Priority for places will be given to those pupils that have pre-booked sessions.
- Subject to space, ad hoc places can be booked up to the actual day so long as payment has been made in advance of the session.
- Our School reference number is 126022 for tax free childcare payments and our school postcode is RH20 1HB. Please let the office know your child's reference number if booking through this scheme.

### **Pricing Policy**

- The After School Care is non-profit making and the fees charged cover the cost of staffing, equipment and day to day running costs. No discounts will be available for siblings.
- It may be necessary to change fees from time to time, however Parents/Carers will always be given at least one month's notice of this.
- All bookings and fees are to be paid by the end of the preceeding term unless booking an ad hoc place at the higher fee.
- Refunds are only given in the case of illness/ exceptional circumstance at the discretion of the head teacher

- Fees must be paid via our online payment system Parentmail or through the governments tax free childcare scheme

There will be no reduction in charges for children who are picked up early.

In cases of non - payment the child will not be allowed to return to After School Care until payment has been made.

### **Staffing**

- The After School Care staff will have relevant qualifications to provide care for pupils
- At least one member of the team will also hold a paediatric first aid and food hygiene certificate.
- At all times a senior member of staff will also be available in school.

### **Arrivals and Departures**

- Registers will be provided to the Wrap Around Care staff each day to ensure staff know whether pupils have attended school that day.
- Parents must call the school office if their child is going to be absent from any session using the usual absence reporting procedures but making it clear that it is absence from the After School Care.
- Children will continue to stay within the school building once their class have been dismissed. The teacher/TA will then drop children off at After School Care to ensure they arrive safely.
- Any information/ handover to the After School Care team will take place at this time. However, After School Care staff are unable to pass messages to classroom teachers.
- Parents are to collect pupils from the 'Hall Doors' at the end of the session.
- Parents/ Carers are responsible for collecting pupils from After School Care (we will not release pupils without a named adult)

### **Provision:**

- A range of activities are planned for the pupils depending on their interests and needs.
- After School Care provision is planned for by our After School Care team and provides opportunity for pupils to take part in a range of activities.
- Pupils should bring a healthy snack for the beginning of After School Care.

### **Child protection and safeguarding:**

In accordance with Bury CE Primary School's child protection and safeguarding arrangements, all After School Care staff have current DBS clearance and have undergone all required safer recruitment checks.

After School Care staff will follow Bury CE Primary School's policies and procedures for child protection and safeguarding as well as its code of conduct.

### **Emergency evacuation procedures:**

In the event of a fire, children and staff will follow Bury CE Primary School's emergency evacuation plan and leave the building in a calm and orderly fashion via the nearest fire exit.

Children attending the school's After School Care provision will congregate on the school field opposite the school.

The register will be taken outside and all names checked.

There will be an evacuation practice once per academic term.

### **Risk assessment:**

A separate risk assessment will be completed for After School Care provision.

### **Behaviour:**

Whilst attending After School Care children are expected to follow the school behaviour policy.

**First Aid**

- All accidents will be recorded in the After School Care accident book, accurately reported to the parents/carers verbally at the end of the session or via telephone call when necessary.
- Accident records will give details of the 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 becomes unwell during the session will be contacted immediately.

**Medical conditions**

- It is the parent's/carers responsibility to inform the After School Care staff of any medical conditions/allergies that could affect the child during the session.
- Any prescribed medication needed should be provided to the main school office in line with school Policy.
- It is the parent's responsibility to ensure that all emergency medication is still within its usage date.
- It is the parent's responsibility to inform the main school office of any changes to medical information.
- Where a healthcare plan is in place and already held by the school, it will not be necessary for a new plan to be written, the original plan will be shared with After School Care staff.

**Related Whole School Policies:**

- Behaviour Policy
- Child protection policy
- Equal opportunities policy
- Health and Safety policy
- Children with Medical Conditions Policy
- Lone Working Policy
- Complaints Policy

**Complaints:**

The school complaints policy is available from the school office or can be found on our school website.

**Monitoring and Evaluation**

This policy will be reviewed annually by the Head teacher, staff and Governing Board.



## **Bury CE Primary School**

### **After School Care**

I .....parent/carer of ..... have read and accept a copy of the Bury CE Primary School After School Care policy and agree to abide by the terms therein.

I accept that all sessions need to be booked in and paid for by the end of the preceeding term\* unless booking an ad hoc place at the higher charge.

For 21/22 the charges will be £6.00 per session to 4pm and £10.00 per session to 5pm in advance or £15 per session ad hoc

I accept that should my child's behaviour be unacceptable during the sessions, there is a possibility he/she may be excluded from the sessions.

Person with parental responsibility .....

Signed.....

Date .....

\*end of the first week of the Autumn Term for Autumn Term sessions