

Review date: February 2025

Before & After School Club Aims, Admissions, Booking and Charging Policy

Walton le Dale Primary School

Club Aims, Admissions, Booking and Charging Policy

About The Club

The Walton le Dale Before & After School Club operates under the leadership and management of Walton le Dale Primary School Governing Body.

Aims

At Walton le Dale Before & After School Club, we aim to provide a safe and secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care. In line with the school's aims: We will work hard to create: a strong sense of community where all people work well together and respect differences in our community an environment in which we all have the opportunity to learn and develop and achieve a culture of improvement in which we all have high expectations so that our school will make a difference. We will work hard within school and the wider community to develop the whole child, socially, emotionally, intellectually, physically, spiritually and morally in a safe, caring and supportive environment. We will strive to ensure that each child performs to the best of their ability. We intend that they will grow to be confident and willing, caring and concerned, committed to their own development yet aware of their responsibilities.

What We Offer

We offer a selection of planned and free choice activities and resources that include dressing up, role play area, craft, board games, construction, tablet devices accessing online learning, physical play, cookery, films (U-rated) and reading and sports coaching. Provision will be offered for children to complete any homework. In addition, children have access to the outdoor area and play equipment.

Food & Drink

We provide cereal and toast at Breakfast Club and healthy snacks at the After School Club including fresh fruit and vegetables. The food we provide at the After School Club is not intended as a substitute for a main evening meal. We promote independence, by encouraging the children to help prepare some of their own snacks, and to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is always available. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. We allow children to decide when they are ready to eat, but request that food be consumed whilst sitting at the snack table. For more details, please refer to the school's Healthy Eating Policy.

Staffing

Our Club is staffed by our manager and assisted by a team of play workers. Our aim is to provide a smooth transition between our school and club. All our staff have significant experience of working with children and undertake professional development training. All staff members are DBS checked. The Club Manager and all members of the Senior Leadership Team are the Designated Safeguarding Leaders for the Club. If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you prefer to arrange a more convenient time for a meeting, please contact the Club Coordinator or the Manager.

Policies & Procedures

The Club operates within the policies of Walton le Dale Primary School. Key points of the main policies are included below. Copies of the full policies are available as detailed below:

School Website
Healthy Eating Policy
Child Protection Policy
Equality Policy
SEN Policy
Behaviour Policy
Administering of Medication Policy
Health and Safety Policy
Complaints Policy

Terms and Conditions

Admissions

To ensure equal opportunities and to meet the needs of potential parents/carers of children attending Walton le Dale Breakfast and After School Club, the following admissions guidelines are in place:

Sessions are only open to Walton le Dale Primary School pupils, excluding Nursery children. The club works on a 'first come, first served' basis. A booking form must be completed to secure sessions on a regular basis, and the booking should start within 2 weeks of confirmation (other than the start of the new academic year where there is a different procedure). Places cannot be reserved more than 2 weeks in advance. All applications will be treated equally and every effort will be made to accommodate all requests. Any requests that cannot be catered for will be monitored and alternative sessions offered if available. A waiting list will be maintained and parents will be advised as soon as sessions become available. If an emergency request is made for a session that morning/evening, it will be accommodated if there is availability.

In preparation for the start of the new academic year, parents using the club will be asked in April if they wish to apply for September. When LCC have sent out offers in April, parents who have been offered a school place in Reception at Walton le Dale will be provided with a booking form via email and invited to apply for the sessions they would like to book as soon as possible. Places for September will be allocated by June. If the club is full, siblings of existing pupils within the club will take priority for available sessions if they have completed the booking form, then sessions will be allocated in order of the date the application was received (following the offer of a school place at Walton le Dale)

Booking

To book your child into the club, a booking and registration form must be completed in advance with the sessions selected at the time of booking. Forms can be emailed to cdobson@wldps.com or handed in at the school office. You will be notified by email within one week of applying if your child is successful in securing a session(s) or has been added to the waiting list. Bookings for the Club are binding eg if you book a Tuesday breakfast place for your child this will be for the whole year and not on an ad hoc basis. We are unable to offer flexible bookings to match changing parental shift patterns as we need to ensure we always have the correct staff:pupil ratio in every session.

Sessions are available in advance only and must be booked and paid for by the Friday prior to the take-up date.

The latest pick up time from After School Club is 6.00pm in the KS1 hall and this time must be strictly adhered to. Nobody under the age of 16 can drop off/collect a child from the club without prior written consent. Should you need to contact the club during the hours of 7.30 – 8.45am and 3.15 – 6.00pm please do so via the club mobile phone number 07931 414360. At any other time, please email asc@wldps.com or call school on 01772 335065

Admission to the club will not be granted if a session has not been booked. Personal family circumstances and emergencies will be considered on an individual basis.

Absence

We understand that there may be times when your child is unable to attend Breakfast/After School Club for various reasons. Parents are asked to inform the Club Manager via mobile phone or the office via email if their child is not attending that day's session by 7.30am for Breakfast Club and 2.30pm for the School Club.

If your child is absent from school due to illness or if a child is taken out of school during term time, they will be expected to pay full price for the sessions their child would miss, as their place will still be kept for them.

Payment

Payments will be for bookings made, not sessions attended. Bookings must be paid for by the Friday prior to the take-up date.

For good financial accounting for the club and parents/carers, the following strategies are in place:

Payment should be made in advance via ParentPay <https://www.parentpay.com> by Friday morning covering the following week so that accounts are never in debt. The office will provide each parent with an email at the start of their booking confirming their total weekly cost. If parents need a more detailed breakdown to submit to Universal Credit please request this by emailing asc@wldps.com

Payment may also be made via Childcare vouchers or via Tax Free Childcare. Instructions for the use of Tax Free Childcare should be requested by emailing asc@wldps.com and these must be carefully followed to ensure your payment reaches the correct ParentPay account in a timely manner. Account details for registering for Childcare vouchers can be provided by the school office on request. Parents are encouraged to pay for a month at a time in advance when using Tax Free Childcare or childcare vouchers.

An email will be issued to each parent/carer who has outstanding payments exceeding £45. If your payment has not been received within 5 working days, a second reminder will be issued giving 5 working days' notice of your child's place being withdrawn. Unless payment is received within those 5 working days, your child's place will be withdrawn. This place may be reinstated, but only subject to availability, once all outstanding debts have been cleared and in agreement with a member of the senior leadership team.

The club falls under the cover of Walton le Dale Primary School's Debt Collection Policy. If a parent/carer is experiencing difficulty with payment of their fees, they should contact the school office in confidence as soon as possible. Where no contact is made and a debt remains on the account debts will be passed on to LCC for recovery.

All debts must be paid off in full at the end of each term.

All payments will be reconciled each month. All registers, reconciliation reports and records of payments made via Childcare voucher or Tax Free Childcare will be kept for 3 years plus the current working year.

Cancellation

If parents wish to cancel any session from their booking or cancel a whole booking, please note that 3 weeks' notice in writing via email is required. If a child is to finish attending Breakfast/After School Club all fees must be paid in full by the point the child leaves the club at the end of the 3 weeks' notice.

Penalty Charges

Parents who are late collecting their child/ren will incur a penalty charge of £10.00 per child after 6pm. An additional charge of £5 will be incurred for every 15 minutes thereafter. (i.e. If you have two children and you are late, you will incur a late charge of £10 per child. The total charge will therefore be £20. After 6.15pm, the total charge will be £30.) Any child/ren left for more than 45 minutes without a genuine reason may result in the intervention of Social Services and/or the police being contacted. Persistent late pickups (more than 3 late collections in any 6-month period) will result in the removal of your child/ren's place(s).

Parents who deliver their children to the Breakfast Club without having already booked a place through the office will also incur a penalty of £10 per child.

Exceptions to the Payment

If the school is closed for any reason, i.e. enforced snow closure, there will be no charge to the parent and their place will be kept for them. If your child is absent from the club on an educational visit or a school residential visit, there will be no charge to the parent and their place will be kept for them.

All queries regarding payments and debts must be referred to the School Office.

Arrivals and Departures

All parents bringing children to Breakfast Club must ensure that they deliver their children to a member of staff at the entrance of the Infant Building. Children should not be left unattended at the door. Parents are kindly requested to park responsibly in the designated car parking areas only, never leaving vehicles on the main driveway.

All children on the register for After School Club will be collected from their class by the club staff. Once all children have arrived, a register will then be taken. It is important that parents have told the school office in advance if their child is booked in for the club but is not attending on a specific date.

We expect that your child will be collected from After School Club by the named people indicated on the registration form. If you need a different person to collect your child, you must notify us in advance (a password may be issued for safeguarding purposes). We will not release your child into the care of a person unknown to us without your authorisation.

Safeguarding and Child Protection

We do our utmost to create an environment in which the children are safe from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. The Club Manager and all members of the Senior Leadership Team are the Designated Safeguarding Leaders for the club. For more details, please refer to the school's Safeguarding and Child Protection Policy on the school website.

Equal Opportunities

Our club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs. We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping. We will challenge inappropriate attitudes and practices. We will not tolerate any form of racial harassment. For more details, please refer to the school's Single Equality Policy on the school website.

Special Needs

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate children of all abilities, whilst working within the club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety. Our staff-training programme includes specific elements relating to children with special needs. For more details, please refer to the school's SEN Policy on the school website.

General Information

Child Behaviour

Children and staff have created rules for acceptable behaviour whilst at the club, based on the school's Golden Rules. The club promotes an atmosphere of care, consideration and respect for everyone attending, children, staff and visitors. We encourage appropriate behaviour through praise for good behaviour, emphasis on co-operative play and sharing, talking to children with the courtesy that we expect from them and engaging children in activities. The club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or because of additional needs. We will be flexible to accommodate such cases. However, if your child is aggressive or violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the club immediately. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the club. For more details, please refer to the school's Behaviour Policy on the school website.

Adult Behaviour

We will not tolerate from any person, whether a parent, carer or visitor, bullying, aggression, confrontational or threatening behaviour, or behaviour intended to result in conflict. Our club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises indefinitely.

Illness, Accidents and First Aid

We are unable to care for children who are unwell. If your child becomes unwell whilst at the club, we will contact you and ask you to make arrangements for them to be collected. Please inform the manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea, please do not send them to school for at least 48 hours after the illness has ceased. Every precaution is always taken to ensure the safety of the children, and the club is fully insured. There is always at least one member of staff on duty with a current first aid qualification and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child or beforehand if it is serious. For more details, please refer to the school's Health and Safety Policy on the school website.

Medication

Please let the manager know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the club, you will need to complete a Permission to Administer Medication Form (available as a hard copy from the club/school office) in advance. If your child has an inhaler it is your responsibility to ensure that an inhaler is provided for use within club hours as pupils will not have access to inhalers from classrooms. For more details, please refer to the school's Administering Medication Policy on the school website.

Complaints Procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Manager in the first instance. Verbal complaints and written complaints will be dealt with appropriately and the outcome will be discussed with the person who put in the complaint. A full copy of our Complaints Policy is available on the school website.

Photos of Pupils

Staff may take photos of pupils to evidence and celebrate learning within the club. However, they will only be shared in accordance with your consent as indicated on Arbor. No photographs will be shared on social media. Should you wish to discuss this further, please see the Club Manager.

Pledge to Parents

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Welcome you always to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress, and friendships.
- Be available to discuss decisions about running the club.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

Ofsted Registration No: 119286

Club Staff

Manager: Janet Corless

Playworkers:

Sophie Howsley
Janet Chaplin
Joanne Doyle
Sally Salmon
Sarah Taylor
Vicky Hudson
Janelle Ferrer

Office contact: Catherine Dobson

Relevant Contact Details

School office: 01772 335065
Office email: asc@wldps.com
Club mobile: 07931 414360

Social Care: 0300 123 6722
LADO (Local Authority Designated Officer) 01772-536694
LSCB (Local Safeguarding Children's Board) 01772-530283
NSPCC: 0808 800 500

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