

North Stainley CE Primary School

EXTENDED SCHOOL POLICY



GENERAL STATEMENT

The extended school clubs at North Stainley C E Primary School are called 'Stay and Play' and 'Wake up and Shake up', the school also provides a variety of volunteer/staff run after school clubs.

North Stainley CE Primary School After School Policy Document has been compiled by the Management Committee after consultation with the following;

- Permanent members of Staff
- Committee Members
- Parent and Children Members
- Head teacher at North Stainley CE Primary School
- Members of North Stainley CE Primary School Governing Body

RESPONSIBILITIES

1. Final responsibility for ensuring Club policies/procedures are upheld is that of the Finance Committee.
2. The Play Leader is responsible for ensuring compliance of NYCC and North Stainley School policies/procedures on a day to day basis at all premises of Wake up and Shake up Club and the Stay and Play Club. The Finance Committee is responsible for ensuring all staff, children and members are aware of NYCC and North Stainley School policies/procedures and how they should be implemented.
3. All employees have a responsibility to co-operate with the Finance Committee to ensure compliance of policies/procedures in their place of work. Employees will be issued with copies of policy documents during their induction-training period.
4. Effectiveness of Club procedures will be discussed at staff/committee meetings. Comments or suggestions will be recorded and any formal changes will be notified in writing by the Management Committee.
5. The Extended School Manager and Headteacher will annually review all Club policies/procedures and their effectiveness annually.

Please note that the North Stainley School Child Protection, Health and Safety, Fire Safety, Medicine in Schools, Equal Opportunities, Complaints and Behaviour Management policies are available on the School website. Paper copies can be provided on request.

The committee will meet at least four times a year. The financial year runs from 1 April to 31 March.

AIMS AND OBJECTIVES

We aim to offer 'Out of School' care to children of school age up to 12 years old. We aim to offer play and educational opportunities that are both fun and challenging. We will promote the dignity, privacy, choice, safety, potential and diversity of all users and staff of the club.

- The club will promote policies and procedures that promote its aims in practice, and will make these known to staff, parents and children.
- The club will meet all relevant legislation applying to it.
- The club will employ competent and confident staff who have been appropriately vetted.
- The club will provide a balanced range of activities, taking account of the ages, development needs, interest and hours and pattern of attendance of each child.
- The club will contribute to its local community and will develop links with services and organisations that will assist it in meeting its aims.
- The club will operate a self evaluation scheme as a means of ensuring that continuous improvement takes place, and will involve staff and users in this process.
- The club's management will supervise the activities of its staff through a formal supervision and development programme.
- The club will be open and transparent in all of its activities. The club will take account of local and national guidance in its activities.

ADMISSION CRITERIA

North Stainley CE Primary School extended school clubs welcome applications from the parent/carers of children of primary school age who attend North Stainley CE Primary School.

Our admission policy is governed by the following principles:

- We will work in partnership with parents/carers in caring for your child. Our staff will have both the time and the training to welcome you and your child to the club.
- You will be provided with sufficient information about the club and its operations to enable you and your child to make an informed choice about the club
- Allocation of places is based on equality and fairness.
- Places are offered on a first come first served basis for full time places. Priority will be given to subsequent children of existing users.
- When the club is full, places will be allocated from a waiting list maintained by the play leader. Those who have been waiting longest will be offered a place first.
- You will be required to complete a booking form, if sessions are not full, ad hoc bookings will be permitted.
- Information provided by you about you and your child will be treated confidentially and kept safe.

CODE OF CONDUCT AND BEHAVIOUR

North Stainley Wake up and Shake Up Club and Stay and Play Club aim to promote positive behaviour by treating everyone connected with the club with dignity, respect, equality and fairness at all times; by creating a safe and secure environment free from bullying, harassment and discrimination; by ensuring that users are free from exploitation and abuse.

We will achieve this by:

- Valuing each child as an individual.
- Ensuring that staff interaction with children builds confidence, encourages learning new skills and values the contributions of children and young people.
- Working with parents to promote positive behaviour and deal with difficult behaviour.
- Encouraging the participation of children in the life and work of the club.
- Ensuring that staff are trained in recognising harm, abuse, neglect, bullying and discrimination and that they actively challenge and respond to such behaviour.
- Encourage children to take responsibility for their own behaviour.
- Following the School child protection policy.
- Having a code of behaviour that it consistently applied.
- Having a safe environment that meets all relevant legislation and by carrying out regular risk assessments.
- Having a non smoking environment.

CHARGING AND FEES POLICY

North Stainley Wake up and Shake Up Club and Stay and Play Club charge session fees for each day that the child attends the club. The session fees for the club will be determined annually, and will be communicated to all parents.

- Parents are liable for fees for all sessions booked, 48 hours notice must be given if a child is to miss a session otherwise they will be charged for that session.
- In the event of sickness parents will be charged for the first session missed, not for any consecutive days after that until the child returns.
- The club insists on payment in advance to assist cash flow.
- Payments can be made through Parentpay, cash, bank transfer or Kiddicare and computer share voucher schemes.
- All fees must be paid by the last club day of each calendar month, unless otherwise agreed in writing by the club.
- Any volunteer adult helpers at an After School Club session will only be charged for 50% of the club costs for their children.
- Extended school staff do not have to pay for their children to attend the extended school facility.

INVOICING AND PAYMENT

- Attendance is recorded using the Parentpay system
- Invoices can be raised on request

- Fees are payable through the school office. The preferred method is on Parentpay.
- Cash and cheques can be sent into school payable to North Stainley C E School. Parents can also pay using the Kidicare or Computershare voucher scheme.
- The School Admin Assistant will enter attendance on the Parentpay system at the start of each week for the week previous.
- Parents are required to pay for all sessions by the end of each calendar month. Late payment will incur a £20.00 administration charge and this will be invoiced to the parent/carer. Furthermore, the late collection of a child will incur an additional fee of £5.00 for each full or part quarter of an hour extra. Again, this will be invoiced to the parent/carer. If sessions are booked on an ad hoc basis; fees must be paid for at the end of the month.
- Failure to pay the late fee charge will lead to the issue of a warning letter to the parents/carers. The letter will explain to the parents that that late fee charge must be paid and that failure to do so may lead to the child being refused attendance at the Club until the debt is cleared. Furthermore, any subsequent failure to clear a debt could lead to permanent refusal of attendance. The parents/carers will also be informed that the Club will seek financial recovery through the courts for unpaid invoices.
- The Supervisor will secure any fees, cheques, and cash; on the premises until the Admin Assistant collects them. The Admin Assistant will pay the fees into the bank on a regular basis.

SESSION TIMES AND FEES

Wakeup and shake up	7.45 to 8.45	£4.00 per session
Wakeup and Shakeup from 8.15am	8.15-8.45	£2.00 per session
Stay and Play 1 hour	3.30-4.30	£4.00 per session
Stay and Play 2 hours	3.30-5.30	£8.00 per session
After school Club + Stay and Play	3.30-5.30	£6.00 per session
Stay and Play to 5pm Friday	3.30-5pm	£6 per session

Late collection after 5.30pm will result in a late collection fee of £5.00 for every 15 minutes or part of.

If no one can be contacted after 6.00 pm. Social Services will be contacted.

REGISTRATION

All children attending the club are listed on the Club register, staff will take the register at the start of each session and will add any children that arrive after the start of the session. Visitors must sign in. If a child leaves before the end of the full session staff will make a note in the register of the time the child departed.

It is very important for parents to stress to their children the rule that they must NEVER leave the School premises when attending the Breakfast & After School Club.

If a child leaves the school site the staff will:-

1. Check with the school staff.
2. Telephone the parent or carer, or the listed emergency contact person if the child's whereabouts is still unknown.
3. Request a school member of staff or parent to help look for the child locally.
4. Contact the police if the child is unaccounted for.

STAFF CANNOT LEAVE THE SITE TO FOLLOW ANY CHILD, THEY NEED TO STAY ON SITE TO PROVIDE CARE FOR THE REMAINING CHILDREN.

Parents must inform the club if children are to be collected by anyone other than people specified on the Enrolments form. (If the adult collecting is not known, a member of staff will ring for confirmation of authorisation).

UNCOLLECTED CHILDREN

Our Club has the highest regard for the safety of the children in our care – from the moment they arrive to the moment that they leave.

At the end of every session, the Club will ensure that all children are collected by a parent, carer or designated adult, in accordance with the Arrivals and Departures policy. If for some reason a child is not collected at the end of a session, the following procedures will be activated.

- If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the Manager will be informed.
- The Manager will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply.
- While waiting to be collected, the child will be supervised by at least two members of staff who will offer them as much support and reassurance as is necessary.
- If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of 30 minutes has elapsed, the Manager will call the local social services department for advice.
- In the event of the social services being called and responsibility for the child being passed to a child protection agency, the Manager will attempt to leave a further telephone message with the parent/carer or designated adults' answer phone. Furthermore, a note will be left on the door of the Club's premises informing the parent, carer or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local social services department.
- Under no circumstances will a child be taken to the home of a member of staff, or away from the Club's premises unless absolutely necessary, in the course of waiting for them to be collected at the end of a session.

- The child will remain in the care of the Club until they are collected by the parent, carer or designated adult, or alternatively placed in the care of social services.
- Incidents of late collection will be recorded by the Manager and discussed with parents/carers at the earliest opportunity. Parents and carers will be informed that persistent late collection may result in the imposition of a fine or the loss of their child's place at the Club.

SICK CHILDREN

- If a child becomes unwell during a session the Club Supervisor is to isolate the child, or at least keep the child separated from the other children. The Supervisor is to contact the child's parent/carer and ask them to collect the child from the club. If the child vomits or has diarrhoea the parent will be informed that the child will not be permitted to re-enter the setting until at least 24 hours elapses from the last attack.

Contacting the Breakfast & After School Club

The Breakfast & After School Club can be contacted through the school office or during club hours on the school phone. This number is:

School Office	01765 635276
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Breakfast/After School Club	01765 635276
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Reviewed 2014