

Date written	May 2019
Review date	
Signed	

SLIMBRIDGE PRIMARY SCHOOL

BREAKFAST & AFTER SCHOOL CLUB POLICY

Policy Statement

At Slimbridge Breakfast and After School Club our policy is to make the club accessible to all children and families attending the school. We aim to ensure that our club welcomes all sections of the school community through open and clearly communicated booking and registration procedures.

Registration and Booking Procedures

Registration

The club accepts children aged 4 – 11 years who attend Slimbridge Primary School. The club operates from 7.30am – 8.45am every morning. The club operates from the end of the school day until 5.30pm, Monday to Thursday and until 4.30pm on Friday, term time only.

Session and Ad-hoc Bookings

The club is flexible about attendance patterns to accommodate the needs of individual children and families.

Booking are taken on a first come first served basis. The club accepts 16 children per session but this depends on staff ratio on the day. Children will be placed on a waiting list for particular sessions if the club exceeds this number. Parents/carers will be contacted once a place becomes available.

Booking forms are issued via the school before the start of each half term. Forms should be returned to the office, payment will be made at the start of each term via ParentPay or childcare vouchers.

Ad-hoc bookings can be made via the school office but are subject to places being available and staff ratio. We have the right to refuse any family for non-payment of fees.

Arrival at Breakfast/After School Club

Procedures

Please ensure you sign in each child on arrival at Breakfast Club. Staff will sign children in to After School Club and parents are asked to sign each child out at pick up and make staff aware they are taking their

children. If parents are late they are requested to notify the office as soon as possible. Uncollected children will be taken to the school office.

Collection of Children from After School Club

Procedures

Children can be collected from the After School Club at any time from 3.00pm to 5.30pm Monday – Thursday and from 3.00pm – 4.30pm Friday.

Parents or carers must sign out children as they are collected and the time of collection noted on the register for that day. This is so staff are always aware of numbers.

The club operates a password policy for people not known to the club in order for them to safely collect a child. If someone comes to collect a child who is not the known parent or carer they will be asked for the agreed password by the staff. If they give the correct password and the child knows the person they will be allowed to leave. Once the password has been used it will be changed to ensure the child's safety.

Slimbridge After School Club will refuse collection of a child if a password has not been set in advance through the school office by the known parent or carer.

Slimbridge After School Club will refuse collection of a child if a parent or carer arrives and is deemed to be intoxicated with either drugs or alcohol. The decision will be made by the senior school staff to telephone the emergency contact number and make arrangements for the child to be collected by them; the duty Social Worker will also be informed.

If the parent/carer becomes abusive or makes a nuisance of themselves, the police will be called. Slimbridge After School Club has a duty to Safeguard the welfare of the child therefore no hesitation will be made when calling the police.

A full written report of the incident will be recorded and filed on CPoms. Police and Safeguarding will be notified of any concerns.

If a parent or carer is late collecting a child, a penalty of £1 per minute will apply for the additional over time of staff.

Also see School Policies on:

Fire Policy
Accident & Incident Reporting
Child Protection
Whistle Blowing
Recruitment
Equality of Opportunity
Confidentiality
Medication
Behaviour