

Carr Head Primary School

Out of School Care Policy

Carr Head Primary School provides Breakfast and Afterschool Club care for the pupils of the school. We provide care for children between the ages of 4 and 11 and all places will be accommodated.

BOOKINGS AND PAYMENT

All bookings **must** be made via our cashless payment system, ParentPay, in advance to ensure that a register is correctly maintained. This also assists in the management of numbers attending and staff provision. Payment is required when booking any session. Parents can book for the same days Afterschool Club **before** midday on that day, and for the next day's Breakfast Club **before** midnight the day before. Parents can use Tax Free Childcare Vouchers by selecting "Morning" or "Afternoon" sessions only. Payment will not be required at the booking stage as a separate payment record will be logged in the school office following remittance advice. Fees are currently charged at £6.50 per session for Afterschool Club and £3.50 per session for Breakfast Club. The Governing Body reserves the right to increase these charges as appropriate. There is a 10% sibling discount which is refunded at the end of each month. Bookings for Breakfast and Afterschool Club can be cancelled; however, you will still be charged for the place if your child is sick or unable to attend for any reason as the charge relates to the place being held and not the actual attendance.

ARRIVALS AND DEPARTURES

The safe arrival and departure of the children in our care is paramount. Staff will ensure that an accurate record is kept of all children in the Club using a register, and that children are signed in and out of each club. Due to current guidelines regarding reducing the risk of Covid transmission the register will be signed by the attending staff member on behalf of the parent. The registers are kept in an accessible location on the premises at all times.

Breakfast Club opens at **07:45**. Entry and exit is through the hall doors, years 1 to 4 and Oak class to use the right side facing the hall and years 5 and 6 to use the left side. There is a doorbell situated between the hall doors. A member of Club staff will answer the doorbell and escort your child/children with their belongings to their allocated table. Parents must ensure their child is handed over to a member of Club staff before leaving. At **08:45 – 08:55** children will go to their classrooms. Younger children or those who are identified as having difficulties will be escorted by staff.

Afterschool Club runs until **17:30**. Class teachers will be issued with a copy of the register for Afterschool Club each afternoon and will be aware of which children are due to attend that evening. KS2 children can make their own way to After School Club when the school bell rings at home time. KS1 children will be escorted to the

hall by the class teacher or teaching assistant and registered by the Afterschool team.

Any children attending extra-curricular Clubs after school, will report to the Afterschool Club staff **before** their activity to obtain a pass to be handed to the extra-curricular Club leader advising them that they must return to Afterschool Club once the activity has concluded. On their return to Afterschool Club they will be re-registered.

Parents collecting children should ring the doorbell outside the hall and a member of Club staff will attend and escort their child to the allocated hall door. The Afterschool staff will only release children to recognised parents/guardians who have the authority to collect them. Parents must inform the Club in advance if someone different is to collect the child. Staff will contact the main parent for confirmation if they have any concerns regarding departures. Parents must notify the Club if they will be late collecting their child. If the Club is not informed, the school Uncollected Children Policy will be followed and a fee may be charged for a late collection. Children **will not** be allowed to leave on their own. All parents are requested to make sure their child/children are collected by **17:30**. If you are unavoidably delayed please telephone **07598 331986**. The Club closes at **17:30** to enable the staff to tidy up and finish on time. **There is no facility for an extension to this time.**

If a parent/carer is ever late to collect their child/children a charge of £10.00 per child will be imposed. This must be paid before any further bookings can be made. This charge is to discourage people from arriving after **17:30** and should not be seen as a charge permitting late collection. If collection after **17:30** occurs regularly we reserve the right to withdraw access to the Club. Any queries regarding bookings or payment should always be directed in the first instance to Miss Moore in the school office.

SAFEGUARDING

The Breakfast and Afterschool Club follow the school's Safeguarding Policy, a copy of which is on the website. Gates will remain locked during the Club session times and access to the school is through the hall only. A doorbell is in place and no unauthorised or unaccompanied adults are permitted in school when these Clubs are in session. In exceptional circumstances when a parent is going to be late to collect their child from school i.e. after 15:30 then that child will be placed in afterschool Club. We reserve the right to impose a charge for afterschool Club for those children continually collected after 15:30. The same applies to any child who arrives at school before 08:45.

OTHER POLICIES

The Breakfast Club and Afterschool Club follow all other school policies.

Agreed by governors April 2021
To be reviewed Summer 2023