



Carr Head Primary School
Carr Head Lane
Poulton Le Fylde
FY6 8JB



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. Parent 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 Clubs using a register, and that children are signed in and out of each club. The registers are kept in an accessible location on the premises at all times.

Breakfast Club opens at **07:45**. Entry is through the side doors to the right of school. There is a doorbell situated to the right of the door. A member of Club staff will answer the doorbell and escort your child/children with their belongings to the Club. Parents must sign their child in on the sheet provided and wait until their child has been handed over to a member of Club staff. At **08:45** children will collect their belongings and go onto the playground. Younger children or those who are identified as having difficulties will be escorted by staff.

Afterschool Club runs until **18:00**. 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 collected by Afterschool staff



from their respective classroom and register them present.

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 on the right hand side of the doors at the side of school and a member of Club staff will attend and escort them to the Club to collect their child/children. Parents must sign their child/children out of the Club before leaving with 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 **18:00**. If you are unavoidably delayed please telephone **07598 331986**. The Club closes at **18:00** 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 **18:00** and should not be seen as a charge permitting late collection. If collection after **18:00** 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 side entrance 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. The parent must sign their child off the school premises. 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 17.10.2018
Amended and agreed January 2018
To be reviewed autumn 2020

