



## Before and After School Provision Policy

At Queensway we aspire to encourage every child to develop their ambition for their future and to develop the knowledge and skills to fulfill their potential.

Within a safe, secure and nurturing environment we will encourage and support children to:

- Adopt a 'can do' attitude
- Be focused and resilient
- Challenge and question
- Be independent learners
- Be respectful and inclusive of others
- Be well-mannered and caring
- Be healthy

As a result Queensway children will:

- Have pride in their work, school and themselves
- Be capable of independent and collaborative learning
- Be confident to challenge yourself
- Have ambitious aspirations
- Become good citizens who contribute to society
- Enjoy school life and have fun

This Policy reflects our duties under the Equality Act 2010 to; eliminate discrimination, advance equality of opportunity and foster good relations.

### **Purpose of Provision**

- To provide a range of services and activities - often beyond the school day, to help meet the needs of children, their families and the wider community.
- For our parents/carers to access affordable childcare at our school until 6pm.

### **Introduction**

We are proud to be able to offer 'breakfast club and after-school care' to our families at Queensway School.

### **Objectives for our Before and After School Provision**

- To provide a welcoming, safe, secure environment for pupils from 7:45am and after the school day ends, until 6pm
- To provide an affordable service to parents/carers
- To enable pupils to have an after-school light meal in a pleasant, relaxed environment
- To employ caring supervisory staff
- To provide a calm play environment for those pupils.

We believe that our wrap around care will:

- support improvement in standards
- enable our parents/carers to return to work and so reduce the number of children living in poverty
- enable our children to have fun and develop wider interests/new skills
- enhance support for vulnerable children and those most at risk

- make better use of our school facilities by opening up sports, arts and ICT facilities to the community
- provide additional opportunities for staff in our school

### **Staffing**

There will always be two members of staff running the after school provision, at least one of whom is a qualified first aider, has Safeguarding and Food Hygiene training. In addition to this the Caretaker will be on site until 5:45pm and the Headteacher or a Senior Leader will be available for emergency support.

During breakfast club hours, there is always a member of the Senior Leadership Team on site and contactable, alongside the Caretaker and other staff members. All staff will have current Disclosure Barring checks in place and are registered on the Single Central Register.

### **Head of Breakfast and After School Care Provision**

Headteacher of Queensway School

### **Play Leader for After School Care**

NVQ 3

Specialist Safeguarding Lead

Enhanced DBS

Paediatric First Aid

Food Hygiene qualification

### **Play Workers for After School Care**

Enhanced DBS

Safeguarding trained

Paediatric First Aid

Food Hygiene qualification

### **Contingency arrangements for staff absence and emergencies**

If a member of staff is absent, a nominated and qualified member from the school staff will cover.

### **Organisation**

A copy of each child's registration document containing contact and medical details will be kept in a locked filing cabinet. A daily attendance register is kept, and each child is met by a staff member and registered. A First Aid record folder is kept by the club leader.

### **Fire Procedures**

Fire drills will be carried out regularly. The club follows the evacuation procedures displayed in the school.

### **First Aid**

There is a qualified First Aider available at all times. If first aid is administered, a record is kept on the relevant form, a copy of which will be sent home with the child.

### **Medication**

We would not expect a child to need medication other than for chronic conditions, such as an inhaler; these are kept in the child's classroom and are accessible. All medication is located in the main office/first aid area. A record sheet will be kept showing date and time of any usage.

### **Insurance**

Insurance cover is provided by School's Insurance Policy.

**Policies**

The Breakfast Club and After School Club fall within the usual policies and procedures of Queensway School. These policies are regularly reviewed and updated by the Governing Body, in line with government requirements and legislation. Equal opportunities will be provided for all children regardless of gender, race, religion or special needs.

**Admissions Policy****For Breakfast Club:**

**Admission is on a pay as you go basis for any child enrolled at Queensway.**

- Bookings and payment in advance are to be made via ParentPay.
- Bookings must be made no later than 3pm the day before.
- Arrival must not be later than 8.10am. Breakfast will not be served beyond 8.15am

**For After School Care:**

- Children who attend Queensway School can attend
- Admission will be on a first come, first served basis, with exception of siblings of children already attending the club who will have priority.
- Parents must inform staff if their child has specific dietary needs or food allergies.
- Admission is conditional on the following undertakings by the parent/carer:
  - ✓ Fees are promptly paid, in advance, on a termly/monthly basis
  - ✓ The behaviour of the child is acceptable for the safe and efficient running of the club. School policies, including Behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards.
- Occasional bookings can be taken at the discretion of the school staff

Queensway School is not a profit-making organisation and all extra funds will be used for the benefit of the children.

In the event of unpaid fees for longer than a week, children will not be able to attend the clubs until debts are paid and fees are paid in advance. In the event of repeated bad debtors, parents will be asked to remove their child from the club. This will be at the discretion of the Head Teacher.

**Pricing/Charging Policy**

The Breakfast and After School Provision is self-sufficient. The attendance fees are designed to cover all costs and this is managed by Queensway School. This includes:

- Staffing
- Food/drink
- Equipment
- Day-to-day running costs

It may be necessary to change fees from time to time; however, parents/carers will be informed as to the reasons why such an increase is needed, with a term's notice.

For After School Care:

Tax Credits and Childcare Vouchers are accepted.

**(Queensway School After School Provision – Ofsted No. 122996)**

If a child is absent through illness, attending a club in school, on a family holiday or due to changes in childcare arrangements, fees will still be due.

**Costs:**

Parents/carers will be charged a minimum of one hour's full care and every fifteen minutes thereafter.

Cancellation of a place must be given in writing one month in advance.

Payment to be made monthly/termly in advance upon receipt of invoice. Settlement is required within 7 days. Failure to pay on time may result in the withdrawal of a place at the club.

All payments are made through ParentPay.

**Behaviour**

Children are expected to adhere to the Queensway School Behaviour Policy although it is recognised that the atmosphere of the club will be more informal.

Our Behaviour Policy is based on a whole school approach to positive reinforcement and modeling of good behaviour. The role of the parent in accepting responsibility for their child's behaviour will be an integral feature of the partnership between home and the Clubs.

Parents of children who refuse/cannot conform to an acceptable level of behaviour in our After School Club will be contacted. Removal of a child's place will be a final sanction from such provision when all possible strategies have failed.

**Late Collection**

It is understood that occasionally parents/carers are unavoidably held up. If this is the case, we will of course continue to provide care. Children who are uncollected incur an overtime charge of £7 per sibling, for every 15 minutes after their agreed finish time to cover costs.

We will try to make contact on the phone numbers provided but in extreme circumstances, uncollected children with no adult contact available, after school closure, are considered abandoned and we are advised that the correct procedure is to place the matter into the hands of the Initial Assessment Team (Social Services).

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Adopted: June 2021

To be reviewed: June 2023

Signed: Chair of Governors

Signed: Headteacher