

Heather Primary School –  
Before/After School Club Policy (MASH)



<b>This policy was approved by the Governing Body of Heather Primary</b>	<b>Date – 15<sup>th</sup> February 2024</b>
<b>Signed</b>	<b>Chair</b>

Version	Date	Author	Reason For Change
0.2	March 2020	MM/AS/SRL	Payment requirements – paid in arrears monthly
0.3	February 2021	MM/AS/SRL	Costing for partial opening
0.4	May 2021	MM/SRL	Costings for Autumn 2021
0.5	February 2022	MM/SRL	Payment requirements – paid in advance and costings for Autumn 2022
0.6	February 2023	MM	Further amendments for paying in advance/possible payment increase?
0.7	August 2023	MM	Late Booking Payments
0.8	September 2024	MM	Up date of charges and booking system

<b>Review Frequency</b>	<b>Next Review Date</b>
Annual	July 2025

## **Introduction**

The **MASH** club run by Heather Primary School is to provide a Before and After School Club facility which is affordable, sustainable and of quality. The club operates from 7:30am – 8:45am and from 3:15pm – 6:00pm (Mon-Thurs) and 3:15pm-5:00pm (Fri). Cost for these sessions are listed further on in this document. At Before and After School Club we aim to provide a safe, secure and relaxed yet stimulating environment, offering a range of activities to children in our care.

All parents must have an electronic copy of this policy before accessing the club.

## **Admissions**

- Only children attending Heather Primary School are eligible to attend the club
- All spaces are subject to availability
- Admission to the club is organised by the Office Manager/Administration Assistant and we will use a waiting list when the need arises
- All parents will receive an electronic copy of this policy
- Children's attendance is recorded in a register via Arbor and then printed off for registration purposes

## **Staffing**

Generally, the club is staffed by two members of staff with a third member of staff being employed when the number of children attending a session is over 20.

## **Arrivals and Departures**

Admission is through the main school entrance where parents will be let in by a member of staff. Departure is by the same door unless the children are outside playing at the time of collection.

### **Before School Club**

- Parents/Carers must accompany their child to the front door and member of staff will sign them in on the signing in sheet. Staff will be alerted to your arrival when you press the bell situated on the right of the front door.
- At the end of the session, children will be sent to their classroom by the Before School club staff.
- If parents do not inform the office that their child no longer needs to attend the session, no refund will be given. Any cancellations with less than 24 hours' notice will not be refunded.
- If your child is ill and not attending school, you will be charged for that day's session and any further sessions will be cancelled until the child's return to school.
- If your child arrives early you will be charged for the extra time used.
- If your child/children attends Before School club without a booking being made, a flat fee of £10 will be charged for the session and added to the child's Arbor account.

### **After School Club**

- All children attending After School Club will go to the school hall at the end of the school day to be collected by the club staff. If you have booked a space in the club, your child will go to the school hall unless we have received a message otherwise from the parent/carer. Alterations can be made to bookings up until 2pm the day before the booked session.
- When your child is collected at the end of or during the after-school session, they must be signed out by a member of staff and the time of collection will be recorded.
- The parent/carer must ensure that if you need a different person to collect your child on a particular day, you must notify the Office Manager in advance and provide the person collecting with the appropriate password. We will not release your child into the care of another person unknown to us without your authorisation.

- If parents do not inform the office that their child no longer needs to attend the session, no refund will be given. Any cancellations with less than 24 hours' notice will not be refunded.
- If your child is ill and not attending school, you will be charged for that day's session and any further sessions will be cancelled until the child's return to school.
- The club finishes at 6pm, if you are delayed in anyway, please let the club know on 01530 260257 (option 2).
- Late pick-ups i.e. after 6pm may incur a penalty charge of £20 to cover staffing costs.
- If children attend After School club without a booking being made, a flat fee of £20 will be charged for the session and added to the child's ARBOR account. Children who are picked up late from their booked session will be billed for the next slot.
- If your child remains uncollected after 6:15pm, and you have not warned us that you will be delayed, and we are unable to contact you on any of your emergency contacts, we will follow our uncollected children policy and contact the Social Care Team.

## Daily Routine

### Before School Club

- 7:30am - 8:40am – parents bring their child into school. Before School club is situated in the library where a range of activities are set out.
- Children are offered breakfast on arrival. They wash their hands ready for their breakfast consisting of toast, cereal and fresh fruit. Children will be offered milk, fresh fruit juice or water to drink. Children are encouraged to help in the clearing away of the food and washing/drying of dishes.
- 8:40am – children are expected to tidy away all resources.
- 8:45am – children are sent to their respective classes.

### After School Session

- 3:15pm – children go to the hall to meet the staff to be registered.
- 3:20pm – children to go to the After-School club in the library.
- 3:15pm-4:15pm – children are offered a drink and healthy snack. Children then can choose from a range of free choice and planned activities both indoors and outdoors according to the plan that week. During this time, children staying after 4:15pm will choose their light meal.
- 4:15pm- 5pm – children are offered a light meal. After School club staff sit with the children at this time.

## Behaviour

We have a clear school Behaviour Policy, which is available to parents on the school website. The club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

Whilst attending the club, children are expected to:

- Follow the school Golden Rules
- Choose and participate in a variety of activities
- Ask for help if needed
- Enjoy the time at the club

Positive behaviour is encouraged by:

- Staff being positive role models
- Praising appropriate behaviour
- Giving out of stickers/house points
- Informing parents about individual achievements

The school has procedures for dealing with inappropriate behaviour.

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary the child will temporarily be removed from the activity
- Staff will explain why the behaviour choice made is deemed inappropriate
- Staff will encourage and facilitate discussion between children to try and resolve conflicts together.
- Staff will consult with parents when dealing with persistent inappropriate behaviour.

We recognise that poor behaviour choices happen from time to time. Occasionally the reason for poor behaviour choices are not always evident or may be a result of special needs and we try to be flexible in order to accommodate such cases; however, if your child is violent or if their behaviour provides an immediate danger to themselves or others, we will require you to collect them from the club immediately. Naturally this will only happen in very exceptional circumstances when all other behaviour management strategies and approaches have failed.

### Child Protection

We are committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are trained appropriately. For more details see our Child Protection Policy.

### Accidents, Illness and First Aid

Every precaution is there to ensure the safety of the children at all times. Staff are first aid trained and a first aid kit is kept on the premises.

- All accidents will be recorded in the Before and After School Club accident folder and reported to the parents/carers upon collection
- Parents of any child who becomes unwell whilst being at club will be contacted immediately.
- If a child is sent home unwell during the school day, the office manager will inform the club staff of their absence.
- Please inform the School Office of any infectious illness that your child contracts.
- If your child, has had sickness or diarrhoea, please do not send him or her to the Before and After School Club School Club for 48 hours after the illness has ceased.

### Medication

Please let a member of staff know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the club, they will need to complete a Medicine Consent Form in advance.

### Bookings and Payment of Fees

Parents/carers are required to book MASH sessions in advance via Arbor – Activities – Clubs.

Late bookings incur an extra charge due to administrations costs.

It is possible to pay for the sessions booked online via Arbor using a credit/debit card or via childcare vouchers through Arbor. We recognise that childcare is expensive and encourage eligible parents/carers to claim the child care element of the Working Tax Credit. We also accept a range of childcare vouchers, please speak to the Office Manager for more details. Your account needs to be in credit for a booking to be made.

If outstanding invoiced fees are not paid as requested the school will write to parents/carers with a final demand requesting for payment within 14 days. If fees are still not paid, within the given deadline then a meeting with the Headteacher is to be arranged as soon as possible.

The Headteacher may issue a formal warning to the parent or carer informing them that continued late payment will result in their child's place at the club being withdrawn. If the fees remain unpaid after all the above options have been explored, the club may cancel the child's place and the debt will be pursued following the Debt Policy.

If a parent is experiencing difficulty with the payment of their fees then they should contact the Headteacher, via the School Office as soon as possible to discuss the matter. All financial matters are dealt with in a confidential manner.

Fees are to be reviewed annually.

Our current pricing structure is as follows:

<b><u>Before School Club</u></b>			
	7:30am – 8:45am	8:00am – 8:45am	8:30am – 8:45am
Bookings made by 2pm on the previous day	£7	£5	£2.50 (no breakfast included)
Child attended but no booking/contact made	£10 Flat Charge		

<b><u>After School Club</u></b>			
	3:15pm – 4:15pm - £4.50 (includes a drink and a biscuit)	4:15pm- 5:00pm – £4.50 (includes a light tea)	5:00pm-6:00pm - £4.50 (Monday to Thursday only)
Bookings made by 2pm on the previous day	£5	£5	£5
Child attended but no booking/contact made	£20 Flat Charge/£15 on a Friday		

## Registration

When an enquiry regarding places is made, parents or carers will be given all the relevant club information.

Including:

- Copy of the Policy

If no places are available, the parents will be informed and the child's name added to the waiting list. As soon as a suitable place becomes available parents will be informed.