




<p>This policy was approved by the Governing Body of Heather Primary</p>	<p>Date – July 2020</p>
<p>Signed </p>	

Version	Date	Author	Reason For Change
0.2	March 202	MM/AS/SRL	Payment requirements – paid in arrears monthly

Review Frequency	Next Review Date
Annual	June 2020

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** complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

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 and we will use a waiting list when the need arises
- The registration form **must** be completed prior to the children's commencement at the club.
- All parents will receive a paper copy of this policy and it is available to view on our website
- Children's attendance is recorded in a register

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 16.

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 bring their child into school and 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.
- Children will be escorted to the playground at 8:45pm by the Before school club staff.
- Parents must inform the school office if their child is going to be absent from the club otherwise they may be charged.
- 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/ren attends Before School club without a booking being made, a penalty charge of £20 will apply.

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 made to bookings with less than 72 hours notice need to be done so via a telephone call to the office or in person
- When your child is collected at the end of or during the after school session they must be signed out by a parent/carer/or named adult and the time of collection to be recorded.
- The parent/carer must ensure that any person who may collect their child is on the listed registration form – it is the parents/carers responsibility to ensure that this form is kept fully up-to-date. 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.

- Parents must inform the school office if their child is going to be absent from the club otherwise they may be charged. 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 penalty charge of £20 will apply.
- 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 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.
- 8:15 am – children 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, to collect coats if necessary, and to be taken out onto the playground by staff to meet up with the rest of the children awaiting to start the school day.

After School Session

- 3:15pm – children go the hall to meet the staff.
- 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 meal.
- 4:15pm- 5pm – children are offered a light meal (menus will be shared termly). 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 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.

Payment of Fees

Currently parents/carers are asked to book MASH sessions in advance via WEDUC. Bills will be sent home at the beginning of each month, charging for the previous months' usage.

It is possible to pay for the sessions booked online via WEDUC, Childcare Vouchers, cheque or cash. 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.

If 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.

The new pricing structure is as follows:

Before School Club:

7:30am – 8:45am - £6

8:00am – 8:45am - £4

8:30am – 8:45am - £2 (no breakfast included)

After School Club:

3:15pm – 4:15pm - £4 (includes a drink and a biscuit)

4:15pm- 5:00pm – £4 (Includes tea)

5:00pm – 5:30pm - £2

5:30pm- 6:00pm - £2

Sibling Discount

There will be discount of £1 per sibling per session.

e.g

Child A – attends from 7:30 in the morning will cost £6. Sibling will cost £5 etc

Registration

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

Including:

- Copy of the Policy
- Registration Form
- Medical Information Form
- Medical Consent Form

These will be available in the Autumn term.

The children will be able to attend the club as soon as the completed forms are received.

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.