



# Breakfast and After School Club Policy

<b>Approved by:</b>	FGB	<b>Date:</b> 08.04.2025
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<b>Next review due by:</b>	April 2027	
<b>Reviewed by:</b>	Lisa Hillman (Headteacher)	

At Slimbridge Primary School, we provide a breakfast and after school club for our children to ensure that families have the support they need in our rural community. We call our club 'The Owl Club'. We recognise the challenges that family life brings and want to support parents with their childcare options in a safe and nurturing environment. We provide wraparound care for our families to enable them to manage work commitments. The club provides a range of exciting, engaging and creative opportunities in a safe, nurturing environment.

## Staffing

Our club is school-run and is managed by school staff, who also work as teaching assistants and lunchtime supervisors during the school day. We pride ourselves on the care and nurture that we offer and the chance for our children to play with their friends before and after school, as well as enjoy creative or sporting activities to extend their physical and emotional well-being.

## Times

Our breakfast and after school club runs term time only, Mondays to Fridays.

Breakfast Club spaces are available from 7:30 a.m.- 8:45 a.m. Monday to Friday.

After School Club spaces are available from 3:15 a.m. to 6:00 p.m. Monday to Friday.

## Booking Procedures

Places must be booked in advance to ensure adequate staffing is in place. Places must be reserved before the term commences to ensure that staffing ratios are adequate. Although we are always keen to meet the needs of our parents, a place cannot be guaranteed for your child if it is requested at short notice.

Bookings are taken on a first-come first-served basis and booking forms must be completed for attendance to be ensured. We can accommodate 30 children per session, but this may involve additional staffing so booking ahead is essential. Children will be placed on a waiting list for sessions if the club exceeds the specified number and parents/carers will be contacted once a place becomes available.

Booking forms are available from the front entrance reception area and once completed, must be handed into the school administrator or to the 'Owl Club' staff. A copy of this policy is provided to all parents of children attending the club and is also available on the school website.

***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.***

## Accessibility

Our aim is to make our club accessible to all children and families, welcoming all members of the school community. The club welcomes children ages 4-11 years who attend Slimbridge Primary School. In order for this to happen, we may need to recruit additional staff so please ensure you complete a booking request form which is available in the school reception, or electronically on our school website.

## Fees and Payment

All places **MUST** be paid for in full. Any outstanding fees must be cleared by the end of each small term to ensure that a place is available for your child in the future. We have the right to refuse any family for non-payment of fees. Charges will be made at the start of each term via Parent Pay. Parents can also use childcare vouchers to

support payment of the club fees. Please discuss this option with our school office and we can provide additional support if needed. If you are struggling to make payments, please talk to the finance officer who will be able to provide a payment plan. Our staff will treat all matters confidentially and arrange for discussions in private. Fees can be paid, preferably, directly through ParentPay or using childcare vouchers, where this is not possible, other methods of payment will be considered. Please discuss this with the school office.

If payment of fees is not received in a timely fashion, the process detailed within the school Debt policy will be implemented. Please check your outstanding balance on parent pay regularly to ensure such schemes as vouchers and salary sacrifice schemes are covering the cost of the provision.

If a parent/carer is late collecting a child, then the next incremental fee will be charged. If a parent/carer arrives after 6:00p.m then a flat rate of £10.00 will be incurred.

### **Arrivals at Breakfast and After School Club**

Please ensure your child is signed in on arrival at Breakfast Club. Staff will sign in children to After School Club.

### **Collection of children from After School Club**

Children can be collected at parents' convenience from the After School Club. Parents or carers must sign out children as they are collected and the time of collection noted on the register for that day so that staff are aware of numbers and fees can be charged accordingly.

The club operates a password procedure for people not known to the club in order for them to safely collect a child. If someone comes to collect a child who is not the known parent or carer, they will be asked for the agreed password by the staff. If they give the correct password and the child knows the person, or if the school has been informed previously of the adult collecting the child, then they will be allowed to leave.

Slimbridge After School Club will refuse collection of a child if a parent or carer arrives and is deemed to be intoxicated with either drugs or alcohol. The decision will be made by the senior school staff to telephone an additional emergency contact number and make additional arrangements for the child to be collected or the duty social worker team will be contacted.

### **Children's Behaviour Pledge**

Whilst attending the club, pupils will be asked to agree to our club rules and sign our charter to say that they agree to be ready, respectful and safe.

### **Parental Pledge**

We recognise that our Breakfast and After School Club are not exposed to the same level of discipline as during the school day. Owl Club is similar to play-time and lunchtimes when our children are free to play, learn and explore in their safe, school environment.

We do expect all children to follow the school rules of ready, respectful and safe. Any child not abiding by these rules, may be asked to take time out from the activities on offer.

The following steps will be taken to ensure appropriate behaviour is the norm:

- Challenging behaviour will be addressed in a calm, firm manner
- On the second warning, the pupil will be removed from the activity
- Staff will explain why the behaviour is deemed inappropriate
- Staff will use restorative practice techniques and facilitate mediation between children to try to resolve conflicts through discussion
- Staff from Owl Club will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour
- In more serious situations, Mrs Hillman, the headteacher, or another member of the senior leadership team will discuss with parents how to support your child. If a child's behaviour continues to be of concern to the staff, then a place may be refused. Please also refer to our school Behaviour Policy, which is available on our website.

If, after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and the parent/carer.

### **First Aid**

- Accidents will be recorded in the After School Club Accident book and reported to parents/carers upon collection.
- If the accident or illness involves immediate action, then parents/carers will be called to come and collect early.
- All incidents are dealt with by a first aider

### **Missing children**

In the unlikely event that a child goes missing, the following procedures will be undertaken:

- Senior school staff will be informed of the missing child.
- A member of staff will search the inside of the building and delegate an outside search of the building to other members of staff. If the child remains missing, the emergency services will be contacted.

**Other relevant school policies:**

Anti-bullying policy

Behaviour Policy

Behaviour Statement

Complaints Procedure

First Aid Policy

Health and Safety Policy

Safeguarding Policy

Supporting pupils with medical conditions



## **Slimbridge Primary School: Before and After-School Club Agreement**

I.....parent/carer of .....have read and accept a copy of the 'Breakfast and After School Club Policy' and agree to abide by the terms there in.

I accept that I am the parent/carer of the above child and agree to make payments in return for WrapAround Care provision. I agree to support the club's behaviour policy and accept that if my child does not demonstrate positive behaviour then they may be unable to attend. Failure to pay in accordance with the agreement will incur a £10 weekly administrative fee.

### **Parent/Guardian Information:**

Parent/Guardian Name(s): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Additional Emergency contact: \_\_\_\_\_

Nominated individuals authorised to collect your child: \_\_\_\_\_

Dietary information: \_\_\_\_\_

Health needs: \_\_\_\_\_

### **Agreement Terms:**

1. **Attendance & Pick-Up:** Parents/Guardians must ensure timely drop-off and pick-up of their child. Late pick-ups may incur additional fees.
2. **Behaviour Expectations:** Students are expected to follow all school rules and demonstrate respect towards staff, peers, and property.
3. **Emergency Contacts:** Parents must provide up-to-date emergency contact information and notify the program of any changes.
4. **Health & Safety:** Parents must inform the staff of any medical conditions, allergies, or medications required during session hours.
5. **Payment & Fees:** All applicable fees must be paid in accordance with the stated payment schedule. Late payments may result in suspension from the club.
6. **Dismissal Policy:** The school reserves the right to dismiss any student due to repeated misconduct, non-payment, or violations of the agreement.
7. **Liability Waiver:** The parent/guardian releases the club from liability for injuries or accidents that may occur during participation, except in cases of gross negligence.

By signing below, I acknowledge that I have read, understood, and agree to adhere to the terms of this Before and After-School Agreement.

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_