



BEFORE AND AFTER SCHOOL CLUBS

St. George's C. of E. School
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Introduction

The Before and After school clubs operate before and after the normal school hours. The club exists to provide high quality out-of-school hours childcare for our families. It provides a range of stimulating and creative activities in a safe environment, within our ethos and Vision of 'COURAGE'

*C*ommunicate

*O*ppportunity

*U*nderstanding

*R*espect

*A*chievement

*G*rowth

*E*njoyment

Breakfast club and After School Club is currently ran by staff from the school and is led by Mrs. Swindells and Mrs. Kelly, Mrs Bradbury and Mrs. Percival.

The breakfast club operates from 8am – 8.50am during term time, excluding INSET days and Bank holidays.

The after school club operates from 3.15pm - 5.15pm during term time, excluding INSET days and Bank holidays.

A copy of this policy is provided to all parents of children attending the club and is also available on the school website. A price-schedule is available from the school office and school website. The pricing is reviewed on an annual basis.

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 St George's C of E Primary School are eligible to attend.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded using the School printed register for each session.
- Parents who have completed the registration process, but have not booked their child/children into a particular session may request a place subject to availability. In such circumstances, a written note will be added to the School Integris printed register.

Capacity

- Before School (Breakfast) Club: The current session capacity is 8 children.
- After School Club: The current session capacity is 8 children.

Mobile phones and photographs

Parents are not permitted to use their phones in the school or take photographs. If you need to check your phone, take or make a call, you must do this in the school office. Anyone found using their phone will be asked to show any pictures taken on the phone, or be reported to the police.

Toilets

Parents are not permitted to access or use the toilets in the preschool setting.

No Smoking

We are a no smoking site. This includes e-cigarettes

Breakfast Club

- Parents/Carers are required to bring their child directly into the club and sign them in with a member of staff.

Parents should enter the club via reception and staff will be alerted to your arrival when you press the doorbell situated on the left of the doors on the keypad.

- Children will be escorted onto the playgrounds at 8.50am by the club staff. Very young or immature children may be taken straight into class at the discretion of our staff. If it is raining, children will be taken straight into class and will be supervised by the class teacher.

After School Club

- Children will be collected by a member of the club staff directly from their classroom.
- Children's attendance is recorded using the School printed register for each session.
- The club staff will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure

- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded.
- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents must inform After School Club staff if their child is going to be absent for any reason by phoning or emailing the school

info@st-georgescofe.derbyshire.sch.uk **before** 8.00 am on the day of absence. Failure to do so will result in a full charge for the session.

Daily Routine

Morning session

- Parents bring their children to the main entrance where a range of activities and breakfast is set out.
- 8.00 am - 8:30 am children wishing to have breakfast wash their hands ready to enjoy breakfast. By 8.30 am the children will have had their breakfast.
- 8.40 am tidy up time encouraging the children to take responsibility for the environment.
- 8.40 am children collect their coats and bags. Children are escorted to their appropriate playground where they meet up with the rest of the children awaiting the start of school.

After school session

- 3:15pm - All children collected from class make their way to After School Club for registration.
- 3.30pm – 3.45pm - children will be given a healthy snack and drink; staff members will sit with the children at this time. Children can then choose from a range of play and planned activities, both indoors and outdoors.
- 5 pm - tidy up time encouraging the children to take responsibility for the environment.

Behaviour

Whilst attending Club children are expected to follow the school ethos and rules. The school behaviour management policy applies at all times, including the rewards and sanctions.

First Aid

The school first aid and administration of medication policy applies at all times.

Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, the school office will inform the Club of their absence.

Missing or Uncollected children

Missing children

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

- Senior school staff will be informed of the missing child.
- Senior school staff will contact the missing child's parents.
- Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.

Uncollected children

If a child has not been collected by 5.15pm parents will be contacted in the first instance by telephone.

The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

A charge will be levied for late collection. A fee will be applied for late collection from 5.15pm onwards at £1 per minute per child. This charge must be paid at the office immediately. Please call the afterschool club on the club phone if you are going to be late.

Payment of Fees

Fees are to be paid ideally in advance of the session into the child's Parent Pay account online. If you need this setting up, see the office.

The parent signing the club's registration form is known as the 'contracting parent' and is responsible for payment of all fees.

If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

Sessions will be 'released' for booking on a termly basis. Sessions will be allocated on a first-come, first-served basis. Parents will be informed when sessions have been released via text message and the school newsletter.

The current session capacity is 8 children

Members of staff at the After School club are aware of the current whole school policies and procedures.

Related Whole School Policies:

The club is an extension of the school, so all school policies apply to the running of this provision. Of particular note are:

- Safeguarding and Child protection policy.
- Equal opportunities policy.
- Health and Safety policy.
- First aid and administration of medicines.
- Online safety policy.

Before and After School Club Policy created:

Reviewed and updated: September 2022

Next review: Summer 2023

St George's C of E Primary School

Before & After School Club ('Home from Home') Agreement

I[PRINT NAME] parent/carer of
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have read the club policy and agree to abide by the terms therein.

The sessions in this contract are 8.00am – 8.50am for Before School (Breakfast) Club; 3.15pm – 5.15pm for after school club. Sessions are booked on a first come, first served basis and must be booked on a termly basis via the office.

- I accept that I am the 'contracting parent' for the above child and agree to make payments in advance via Parent Pay (£2.50 Breakfast Club - £4.50 per hour for After School Club)
- I understand that if my account is in arrears I will be contacted by a member of staff and will lose my current and future bookings.
- I understand that fees may change without this policy being reissued. The latest price schedule will be available on the school website or from the school office
- I understand that there may be an additional charge if my child attends a St George's club from an external provider.
- After School Club: If I think I may be late (for any reason) then I will, out of courtesy, immediately contact the After School Club staff via the School Office.
- Breakfast Club: I understand that my child will need to be present by 8:30 am in order to have breakfast.
- After School Club: I understand that late collection of my child/ren (from 5.15pm onwards) will be charged at £1 per minute, per child. This will be taken immediately from my account or be payable immediately on the day.
- After School Club: If I think I may be late (for any reason) then I will, out of courtesy, immediately contact the After School Club staff directly. In the event of late collection, I understand that I may be contacted by a member of staff following the incident.
- I understand that I am not permitted to use my phone or take photographs in the in the club.

Where Before School and After School clubs take place.

- I understand that as a visitor to the school I am not permitted to access or use the children's toilets in the setting where Before School and After School clubs take place.

- I agree to keep all contact, medical, dietary and other information up to date with the school office, as I understand this will be used by the before school club and after school club.

Please provide on the list below the full names of all individuals authorised to collect your child, including parents and carers. I understand that the club will not release your child to anyone else.

Name

Relationship to the child

Parent Signature Date

Name

Relationship to the child

Parent Signature Date



St. George's C.E. Primary School

After School Club Parental Permission Form

Dear Parent/ Guardian,

Full name of child:

Name of parent:

Signature of parent:

Date:

Telephone Number:

Details of a relative or friend we can contact if we are unable to reach you

Name:

Telephone Number:

Relationship to child:

Please be kind enough to read the statements below and place a tick either in the 'Yes' or in the 'No' box of each.

I/ We provide permission to:

1. Take photographs of my child	YES	NO
A Activities in the club		
B Club promotional material		
C Press and television release		
D Portraits and celebration times		
E The school website		
2. Use protective or pre prepared products in certain situations	YES	NO
A Use disposable wipe for cleaning my child's face		
B Apply a plaster to a minor wound		
3. Does your child have any special dietary or medical requirements, or behavioural / special needs (allergies etc.)?	YES	NO
If so, please provide details :		

In the event of an emergency St. George's C.E. Primary School After School Club will act in the best interest of your child whilst you are not present. This may mean taking your child to hospital in a member of staff's car if no ambulance is available.

We will always try to contact you first.

Thank you for your cooperation.



St. George's C.E. Primary School

After School Club Booking Form

Please indicate with a tick which day/s your child will be attending
this term

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	



Before and after school club information sheet

An introduction from club leaders

*Please read the policy document for specific information including procedures.
As this is a new venture we would welcome parent and child feedback so we can
make this provision as good as possible.*

Introduction

At St George's our motto is "COURAGE". We value community and meeting the needs of the families of New Mills. After establishing there is a need for a 'wrap-around' childcare service, the school is proud to be able to offer a breakfast and after school club, within a safe and secure environment, offering a range of activities based on the children's interests. This wrap-around care provision is for the current children of St. George's school. It is term time only.

The clubs will be child centred, purposeful, playful and fun.

The school also offers a range of extra-curricular activity clubs which are organised by current staff members or external providers, which follow on from the end of the school day. (It should be noted that any external clubs will charge an additional fee.) You can find out about these clubs when they are released at the start of each term.

Breakfast club

Our breakfast club runs from 8.00am to 8.50am, Monday to Friday. The club will be fully supervised, providing a safe and fun start to the day which includes indoor activities, games and reading. There will be a choice of breakfast cereals and fruit for your child/children to enjoy plus a drink each day.

After school club

Our After School club runs from 3.15pm to 5.15pm, Monday to Friday. Once again the club will be fully supervised where the children will be encouraged to have fun through play based activities. Once registered, we will start with a healthy snack and a drink for the children. Those children who are attending any extra-curricular activities can be taken to their chosen clubs or go independently if they are mature enough. The after school club is lucky enough to be able to take full advantage of the whole school environment, including the playground. The children are free to choose from a selection of both planned and unplanned activities which enhances their learning, and resources will be readily available, which could include arts and crafts,

colouring and drawing, board games, construction, role play, physical play and quiet areas for reading etc. Laptops will occasionally be available for educational games and for those who wish to do homework. There will also be themed weeks based on Christmas, Easter, Mothers' / Fathers' day etc and the celebrations of other cultures and traditions, where the children can get creative.

At St George's we recognise the importance of healthy eating. The children will sit down to a healthy snack after school. A variety of sandwiches, crumpets, tea cakes, rice cakes, yoghurts, fruit and raw vegetables will be provided at his time. As our school promotes independence, we will encourage the children to help prepare their own sandwiches etc and to clear away afterwards.

Other information

Ongoing feedback from the children will be sought and encouraged, to find out what activities they enjoyed throughout the week as the children's interest are central to our aims.

We will meet any of your child's individual dietary or specific requirements, and preferences where possible. However if you child would like any alternatives, these can be sent into school on the day.

If any child has an accident whilst at any of our clubs, as parents you will be informed when you collect your child, or immediately if there are any concerns regarding the injury.

- ✓ Please keep checking the website for the most up to date information.
- ✓ Email us at info@st-georgescofe.derbyshire.sch.uk with any questions or concerns.

Best wishes,

The After School Club team