
Approved by the LGB on	26 th November 2020
Date of next Review	Autumn 2022

Introduction

Purpose

At Quest Primary School we aim to provide a safe, caring environment for all children in our care. In extending the facilities we offer to care outside normal school hours, we will provide children with further opportunities to develop through well-planned play and creative activities supervised by qualified and experienced staff.

School policies for behaviour, inclusion, equal opportunities and race equalities will be followed.

Policy & Procedures

Admission criteria

- Places for both the Breakfast and After School Clubs are limited to 20 places.
- Quest Primary reserves the right to give parents 1 weeks' notice to withdraw their child from these clubs due to bad behaviour.
- In exceptional circumstances e.g. physical or verbal abuse towards other children or staff, the place can be withdrawn with immediate effect for a fixed period or permanently. Permanent withdrawal may occur after a final, written warning has been issued by the school. It may, but not always, follow a fixed term withdrawal. In extreme cases e.g. physical abuse towards another child, school employee or visitor, the place will be withdrawn with immediate effect without notice.

Staffing

- Staff will be suitably qualified in Childcare or will have experience through substantial time spent working in childcare or school settings.
- The Out of School Hours Care Leader will work with the Assistant to plan for activities and the day-to-day running of the club.

Staff development

- All staff will have opportunities for development through courses and other experience.
- Staff may be asked to attend relevant courses such as Food Hygiene and First Aid to ensure that we have sufficient staff trained in these areas on duty every day.

Planned activities

- Children will be offered different activities at Breakfast Club and After-School Club and staff will be available to supervise and lead with some practical activities.
- Children need time to develop their own interests and to choose whether to play or not and should have time every day when they are able to choose to play, or just have quiet time with a book, working on Home Learning or engaging suitable screen time.

- Staff will ensure that children are appropriately supervised at all times, but that they are also given time to choose their own activities.
- It is important that we listen to and act on the wishes of children at both clubs, providing that the suggestions are safe and appropriate.
- Children may be given time each day at After-School Club to play outside (weather permitting)

Safety

- A register will be kept every day at both clubs.
- Staff must read the message book each day to ensure that they are aware of messages from parents sent through to the school office.
- When the register is taken at the After-School Club, a member of staff will immediately report to the school office if a child who is expected that day has not come to the club. Office staff will then attempt to make contact with parents to check with them why the child is not at the club. If the child cannot be found in this way, all further enquiries will be made with the phone number on Contact forms. Checks will be made with teaching staff to find out who the child went home with and a message will then be left for the parent to contact the school immediately.
- Children under the age of 7 will be taken to After-School Club at the end of the school day, others will make their own way there.
- Any child attending an activity after school should make their own way to the After-School Club when the activity ends.
- Parents must inform school if someone different will be collecting children from After-School Club and we will only let a child go with someone we know. We will not allow children to go with anyone under 16 years of age.
- Children in Breakfast Club will be allowed into the playground at 8.30am and will be left with the teacher on duty.

Booking

- The booking for both clubs must be paid **in advance** via ParentPay.
- Booked session must be paid for, whether your child attends or not. The session will not be transferable.
- The need to pay and book places in advance is so that the correct levels of staffing can be organised.
- If unforeseen circumstances occur and you require your child to attend either of these clubs at short notice, please contact the office.

Payments

- The charge for Breakfast Club is £3 per day per child from 7.45 until 8.45am
- The charge for After School Club is £10 per day per child from 3pm to 6.00pm
- The After-School Club needs to be sustainable, therefore, the cost is for each child attending – at the present time, no discounts will be made available for siblings.

End of School Day

- KS1 children who have not been collected by 3.20pm and KS2 children by 3.25pm will be taken to the after-school club and will be charged £5 up to 4pm and an additional £10 after 4pm

until the time the child is collected. This will mean that you will incur a charge of £15 after 4pm. Payment for this must be made when you collect your child.

Late collection

- Children must be collected from After-School Club by 6.00pm.
- If you are late collecting your child, a charge of £5 will be incurred for every 5 minutes past 6pm. If this is not paid your child will not be allowed to attend the club until payment is made.
- Where parents are late, we will endeavour to contact them or others on the Contact forms.
- If any child is not collected by 6.30pm the After-School Leader or member of the Leadership Team will contact Social Services department.

Behaviour

- Both clubs are run by the school and the existing school behaviour policy will be followed.

Safeguarding

- In accordance with Safeguarding arrangements, all staff involved in running both clubs will have current Enhanced DBS clearance and other recruitment checks.
- The staff at both clubs will follow existing school policies and procedures for child protection and code of conduct.
- Where ICT equipment is used, the schools e-safety policy and procedures will be followed.