Before and After School Club Policy and Practice

AIMS
- To offer a safe, secure and friendly environment in which children can be looked after before and after school staffed by people the children are familiar with
- To provide this care at a reasonable cost for all families regardless of socio-economic circumstances
- Before school children to be able to enjoy a healthy and nutritious breakfast under the supervision of qualified staff.
- In accordance with the school’s healthy eating ethos, to provide a nutritious breakfast served in a relaxed and supervised environment.
- To enhance the community spirit and contribute towards the extended school role.

OPENING TIMES
The Before and After (B&A) School Club will open in term time only for children in F2 – Y6; Not INSET days.

Before school club:
Children can be dropped in school from 7.30 and will be supervised up to 8.45 when they will go out on to the playground with the other children (general supervision) Cost: £3.00 per session from 7.45am; £3.50 from 7.30am
They will be provided with toast and jam, fruit and a drink of juice/water. Children will be supervised in the dining room and/or the intervention room on floor 1.

After School Club:
Children will be brought down to the dining room area at the end of the school day; they can be collected any time before 6.00pm* from the main entrance area.
They will be provided with a snack including; fruit, sandwiches, toast, biscuits and a drink. Cost: £7.00 per session
Children will be supervised in the dining room and/or the intervention room on floor 1 or outside on the rear playground; weather and after school clubs permitting.

Both clubs:
Entrance and collection will be through the main entrance
Activities will be provided for children once they have eaten
Supervision will be 1:8 minimum

STAFF
Our breakfast club will be run by school staff; they have the correct safeguarding checks in place.
The ratio of staff to children will be in accordance with Government recommendations. Staff will keep a list of all members of breakfast club and a register of attendance will be taken daily. We aim to follow best practice guidance; the maximum number of children that can attend B&A Club is currently 32/session; we hope to expand this provision as soon as we can.

FEES AND PAYMENT
Before and After School club is offered to pupils of St Theresa’s Catholic Primary School during term time only.
Fees are as follows and are payable PER CHILD:
Morning session from 7.45am: £3.00 per session
Afternoon session from 3.15pm: £7.00 per session Last pick-up time 6.00pm sharp.
Payment for both sessions: £10.00 per session
Payment is to be made in advance, at the time of booking. Bookings can be made using the booking form or at the front desk, subject to spaces being available. Mrs Jackson will manage the bookings.

If a child is ill on a day they are due to attend either the Before and/or the After School Club, this will not be refundable as staffing provision will have been made and these costs will still need to be covered. There is no discount for those children not having any of the food provided; the fee includes the price of the food.

BEHAVIOUR
We expect our children to follow the same rules and expectations in terms of their behaviour as we do in school. Where there is a persistent issue with behaviour that cannot be resolved by following the school policy, we reserve the right to exclude a child from B&A school clubs either on a fixed term or permanent basis.

Date of policy: September 2016