



## **Before and After School Care and Clubs Policy**

Updated: 12-19  
Prepared by: JUH/SHCC

Next Review: 12-22  
Approved by: ISB/Educ

**This Policy applies throughout the School from the EYFS to Year 6.**

### **Aim**

This Policy is intended to ensure that our Out of School Care provision is of the highest possible quality, providing as safe, caring and stimulating provision as is provided by the School during the School day.

### **Objectives:**

This Policy covers our Breakfast Club which runs from 07.45 to 08.25, After School Clubs which run from 15.40 to 16.25 and After School Care which runs from 15.30 to 18.00.

These provisions are for School pupils only.

Provision for Nursery and Reception children ensures the statutory level of qualifications and ratio of adults to children is maintained.

The ratio of adults to children for the older pupils may be greater and will vary according to risk assessments carried out for each situation.

The organisation of these provisions is the same as that provided during School hours and includes the same attention to equality, health and safety, welfare and compliance with relevant legislation.

### **Breakfast Club**

Breakfast Club is provided from 7.45 to 8.25 each morning of the School week. Supervision is provided by a Level 3 trained classroom assistant. A selection of hot and cold foods and drinks is available.

Pupils who book in advance (by the end of the preceding day) are charged a lower rate than those who use the club on a drop-in basis.

### **After School Clubs**

We aim to provide an exciting range of clubs that run Monday to Friday between 15.40 and 16.25 for 10 weeks per term. A booklet which describes the timing, content and age range for each club is produced at the beginning of each term. Parents are emailed with club information before the start of each term. The following week parents indicate to the School Office staff any clubs they would like their children to attend. Where demand for a particular club exceeds the number of places available, participants are allocated places on a first-come-first-served basis. Where possible, an extra group is set up to accommodate everyone.

Those not successful for that particular term are given priority the following term. Clubs, usually start the second week of term.

Children in EYFS and Year 1 are taken to their clubs by a member of staff; from Year 2 upwards children make their own way to their clubs.

Staff run some of the clubs; others are delivered by parents or other external providers. External providers are asked to sign a Club Supervisor Agreement. Safeguarding checks are run on all providers of clubs and guidelines provided to them. Clubs are monitored by SMT.

Lists of pupils taking part in clubs and After School Care are kept by providers, teachers and the School Office. Registers of attendance are maintained by providers.

### **After School Care (ASC)**

After School Care is located in the dining room where pupils are supervised by two experienced members of staff, one of whom has at least a Level 3 qualification.

Activities and healthy snacks are provided for pupils who may also complete homework if they would like to during After School Care.

Parents may register their child for ASC with the School Office up until and including the day concerned.

Pupils are always checked off as they leave and are collected by pre-arranged parents or carers.

### **Charges**

Details of current charges for Breakfast Club, After School Clubs and After School Care can be found in the School's schedule of fees and charges. Clubs are charged in arrears. We expect a commitment to termly attendance and there is no reduction in fees due to absence or non-attendance.

### **Monitoring and evaluation**

Our out of school provision is monitored continuously and feedback from pupils, parents and staff taken into consideration.

### **Linked Policies**

- First Aid Policy
- Health and Safety Policy
- Non-collection of Pupils Policy
- Safeguarding and Child Protection Policy
- Safeguarding Information for Volunteers
- Supervision of Pupils Policy