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**Out of School Club**

**Policy**

**Courtney Primary School**

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| **Date Ratified:** | 01.09.16 |
| **Ratified by:** | Deborah Wood |
| **Position** | Headteacher |
| **Review Date:** | September 2019 |
| **Responsibility for review** | School Business Manager |

1. **SUMMARY**

Courtney Primary School provides and manages a Breakfast Club and Afterschool Club (“Out of School Club”). The aims of Out of School Club are:

* To provide a welcoming, safe and secure environment for children before and after school.
* To allow children to learn and enrich their knowledge through fun and engaging activities.
* To provide a calm play environment for pupils.
* To enable pupils to have a healthy breakfast or afterschool snack.
* To provide an affordable service for working parents/carers which, in turn, will improve pupils’ life chances.

The Club will provide a range of structured and non-structured activities for children to freely participate in on a daily basis. Outdoor play will also be made available (weather permitting). A quiet area will always be provided so that if children wish to read or complete homework, they have an appropriate space to do so.

The Club is run by Courtney Primary School which has the responsibility for the policy and practice of the Club. This includes the rules, charges and employment of the staff. All staff working for the school have been checked by the Disclosure and Barring Service (DBS).

1. **OPENING HOURS**

**Breakfast Club:** 07.45am to 8.45am

**Afterschool Club:** 3.15pm to 5.45pm

1. **REGISTRATION**

A child will only be able to attend Breakfast Club or Afterschool Club once a completed Registration Form has returned to the school office. These Registration Forms can be downloaded from the website or are available from the office or at the Club’s signing in/out desk. By registering, parents/guardians are deemed to be agreeing to the Club’s “Terms and Conditions” which are also available from the office or the Club. It is the responsibility of parent/carers to update the School Office if there are any changes to the details on the form.

Children must be signed in/out by parents/carers who must initial the appropriate place in the Booking Register. These Registers will be used in the case of an emergency to notify staff as to which children are present in the building. Registers will be kept in the office after use.

1. **BOOKING**

The Breakfast Club and Afterschool Club are only open to children attending Courtney Primary School.

Children can be booked in to the Club through completion of a Booking Form. These can be downloaded from the website, obtained from the Office or at the Club’s signing in/out desk. Booking Forms can be emailed to the school office on [outofschool@courtneyps.org.uk](mailto:XXXX@courtneyps.org.uk) or dropped off in the Out Of School post box outside the office. Children requiring regular places can be booked in for complete terms. One month’s notice is required to cancel a place.

Places will be allocated on a first come first served basis.

1. **FEES**

The school reserves the right to alter the fees which will be dependent on pupil uptake. Parents/carers will be notified of any changes as early as possible.

**Breakfast Club:** £2.50 (£2.00 for additional siblings)

**Breakfast:**

£1.00

**Afterschool Club:** £4.00 (£3.50 for additional siblings)

1. **PAYMENT**

Payment should be made with the booking to confirm the booking. Payment can be made in cash or by cheques with cheques payable to “Courtney Primary School”.

Payment **must** be made **in advance** of the child taking up the place and must be made when the child arrives at the Club at the very latest. Children who have not had their place paid for in advance will not be able to attend the Club.

The charge is for a full session, although your child can arrive and leave at times convenient to yourself within the session times. Fees continue to be payable if your child does not attend unless your child is ill and does not attend school that day. The school will also consider special, exceptional circumstances on an individual basis.

1. **STAFFING**

The children will be adequately supervised at all times. All members of staff are DBS checked. All members of staff hold a current first-aid certificate.

All Breakfast Club and Afterschool Club supervisors are line managed by the School Business Manager. The Headteacher and Deputy Headteacher carry out regular observations of both Clubs to ensure the appropriate quality of activities and supervision is being provided.

1. **FOOD AND ACTIVITIES**

Children will be offered a varied programme of activities to meet the age range including craft, sport, recreational activities etc.

Children attending Breakfast Club are offered a choice of healthy food which includes a range of refreshments (e.g. apple juice, orange juice, milk or water), cereals (non-sugar coated), toast with a choice of toppings, croissants, yoghurt and fruit. Children attending Afterschool Club are offered a choice of healthy snacks.

1. **BEHAVIOUR**

As at school, high standards of behaviour are expected from children at all times and the school’s Behaviour Policy applies and will be followed. Children are expected to show a good standard of courtesy and behaviour at all times.

Any incidents of poor behaviour will be dealt with by the Club supervisors in the first instant. If there are any serious concerns about a pupil’s behaviour, parents will be contacted. The school reserves the right to cancel any child’s attendance at the Club if there are serious concerns about a child’s behaviour.

1. **HEALTH AND SAFETY**

The school is committed to the welfare of the children in its care. A copy of the school’s Health and Safety Policy is available on our website. A Risk Assessment has been carried out for the two Clubs and will be reviewed when necessary.

In the event of a fire, children will exit the main hall through the external doors and assemble on the top playground. Registers will be taken and children checked.

If First Aid is administered, the treatment given is recorded in the school First-Aid record book and parent/carers will be contacted if necessary.

1. **ILLNESS AND ACCIDENTS**

Please do not send your child to the Club if they are unwell. A child suffering from a contagious illness e.g. chickenpox, sickness etc must not return until the risk of passing the illness to other children is over. If a child becomes ill during a Club session, every attempt will be made to contact the person listed on the Registration Form, to arrange collection of the sick child. In the case of an accident requiring more than basic first aid, every attempt will be made to contact the parent/carer to advise or discuss with him/her the course of action to be taken. All accidents and emergencies are entered in the Accident Book.

1. **WHAT THE CLUB REQUIRES FROM PARENTS/CARERS AND CHILDREN**

Parents/Carers are requested to:

* Sign children ‘in’ to Breakfast Club and ‘out’ of Afterschool Club by writing their initial in the appropriate place on the Booking Register.
* Drop off and collect their children on time. The School is not insured for childcare outside opening hours and we must vacate the school premises promptly.
* Pay promptly. Ideally on booking but on arrival at the Club at the very latest. Children will not be accepted into the Clubs unless payment has already been made.
* Notify the Club immediately of any changes to contact numbers.
* Notify the Club in writing of any persons authorised to collect their children.
* Treat the Club’s staff with courtesy at all times.
* Stress to children that instructions given by staff must be followed at all times.
* Let their child and the school office know which days they will be using the Club by completing the Out of School Club Booking Form.
* Not to bring any child who has been vomiting or had diarrhoea, until at least 48 hours has elapsed since the last attack.
* Complete a “Request to Administer Medication Form” if Club staff are required to administer prescribed medicine. The medicine must be clearly labelled with the child’s name, dosage and any instructions. Further information can be found in the school’s Managing Medical Needs Policy which is available on our website. A Record of Medication Administered will be kept at the Club for all administration of medicines given to the children.
* Notify the school immediately if their child is not attending for any reason (telephone number 01454 866670).
* Provide hats and sun cream labelled with the child’s name on sunny days.
* Ensure all their child’s belongings are clearly labelled with their name. The school does not accept responsibility for any of the children’s belongings.

1. **COMPLAINTS**

Any matters of concern should be referred to the Out of School Club staff as soon as possible, who will try to resolve any complaint amicably. If the matter cannot be resolved with the staff, it can be informally referred to the Head Teacher.