

Henry Green Primary Before & After School Policy



Approved and Agreed by the Governing Body:

Signed (Chair of Governors) _____ **Date**

Review Date:

Address: Henry Green Primary School
Green Lane
Dagenham
RM8 1UR

This policy covers many of the articles from the UN Convention on the Rights of the Child. Some key ones are listed below.

Article 2

The Convention applies to everyone whatever their race, religion, abilities, whatever they think or say, whatever type of family they come from.

Article 28

(right to education) Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.

Article 30

(children from minority or indigenous groups) Every child has the right to learn and use the language, customs and religion of their family, whether or not these are shared by the majority of the people in the country where they live.

Article 31

(leisure, play and culture) Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

Introduction

The ABC and Breakfast Club exists to provide high quality out-of-school hours childcare for our parents. They provide a range of stimulating and creative activities in a safe environment.

Breakfast Club operates from 7:40am -8:40. Children must arrive by 8:15am.

Aspiring Beyond Club (ABC) operates on Monday, Tuesday, Wednesday and Thursday - 3:30pm till 5:30pm and Friday 3:30pm till 4:30pm.

Current costs for each session can be found on the school website and from the School Office. A copy of this policy is made available to all parents and carers of children attending the clubs and is also on the school website.

Admissions

- Only children attending Henry Green Primary School are eligible to attend this club.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will be sent a copy of this policy when registering through the online link (on the school website) It will also be able to view on the website.
- All club staff are made aware of a new child.
- Children's attendance is recorded in a register.

Arrival and Departure

Breakfast Club

- Parents and Carers are required to bring their child into the main school office where they will be greeted by a member of school staff from 7:40am.
- Children will then make their way to class at 8:40am.

ABC After School Club

- Children will be collected just before the end of the day and taken to the school hall where they will wait with the other children attending clubs.

Departure

- The Parent/Carer must call the ABC phone when they are collecting their child. A member of staff will bring their child to the gate on Chittys Lane.
- Parents/Carers must ensure that any person who may collect their child is listed on the registration form and it is kept fully up to date.
- Parents must inform club staff or the school office if their child is going to be absent from Club.

Behaviour

Behaviour expectations are the same as they would be during a school day. Senior leaders are on site before and after school if anything needs escalating. See the *Henry Green Behaviour Policy* for more details. If a child continually displays inappropriate behaviour, then we will meet with parents and decide on an appropriate response. In some cases this may include withdrawing the before and after school provision.

First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.

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

Missing or Uncollected children

Missing children

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

- Senior school staff will be informed of the missing child.
- 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 5.30pm Monday to Thursday or by 4:30pm Friday 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. See the *LBBB Safe and Successful Drop off and Collection of Children Guidance*.

A charge will be levied for late collection. A fee will be applied for late collection from 5.30pm Monday to Thursday and from 4:30pm Friday onwards at £1 per minute per child. This charge must be paid immediately for you to be able to use the club again.

Payment of Fees

We ask parents and carers to pay promptly, and fees are to be paid in advance by cash. The parent/carer completing the club's registration form is known as the 'contracting parent' and is responsible for payment of all fees.

If a parent is having trouble 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.

Procedures for payment of fees

- Payments can be made by cash in advance.
- A receipt can be issued upon request when payment of fees is made.

Related Whole School Policies:

- Child Protection and Safeguarding Policy
- Equal opportunities policy
- Health and Safety policy
- Supporting Pupils with Medical Needs Policy and First Aid
- LBBB Safe and Successful Drop off and Collection of Children Guidance.

Appendix 1:

ABC Club Terms and Conditions

These terms and conditions relate to Henry Green Primary School's ABC Club extended services. Parents/carers who complete a registration form must sign the form agreeing to these terms and conditions.

By signing the registration form you agree that you have read and understood all terms and conditions and any queries should be addressed before signing.

1. Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
2. Parents/carers must ensure all details on the registration form are accurate and up to date. Any changes must be made in writing and given to the school office.
3. After school club hours are as follows; Monday, Tuesday, Wednesday and Thursday - 3:30pm till 5:30pm and Friday 3:30pm till 4:30pm. A snack will be served between 4:30pm - 5:00pm. When you are collecting your child from ABC club, please call the ABC phone for collection at the Chittys Lane gate.
4. Parents/carers agree to abide by the late collection policy. Parents/carers who collect their child after 5:30pm will incur a late collection charge of £1.00 per minute in line with the school's Extended Services Late Collection Policy. Parent/carers must complete a late collection agreement on collecting their child. Parents/carers must agree to pay this charge before their child continues to attend any extended school services. If you are going to be late you will need to call the ABC phone to notify a member of staff and you will be charged for the next hour. The contact number is: 07777158257. ABC prices are as followed: 1 hour = £4.00, 2 hours = £8.00.
5. ABC will not run-on days that the school is closed to pupils. Parents/carers will not be charged for days that the club is closed.
6. If your child is unable to attend a session, you must notify the extended services team via the extended services mobile. You must also notify the school office if their absence means they will be absent from school.
7. Outstanding payment: The Extended Services Staff reserve the right to refuse any child entry into club if payment is not made including late collection charges and any other outstanding fees from other extended school services.
8. The extended school services are additional care outside normal school hours. The clubs' policies and procedures reflect the school policies and procedures and parents can read the extended schools' policies and procedures on request at the school office.
9. The Extended Service Staff aim to provide a safe, stimulating and happy environment for all children. The extended service staff reserves the right to exclude any child whose behaviour is disruptive, following the school's behaviour policy.
10. We will endeavour to provide a high-quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns, please speak to the Extended Services Staff. If this is not resolved, please contact the school office. If you are unable to resolve this issue, please follow the school's formal complaint procedure.

Appendix 2:

Breakfast Club Terms and Conditions

These terms and conditions relate to Henry Green Primary School's Breakfast Club extended services.

By signing the registration form you agree that you have read and understood all terms and conditions and any queries should be addressed before signing.

1. Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
2. Parents/carers must ensure all details on the registration form are accurate and up to date. Any changes must be made in writing and given to the school office.
4. To access the breakfast club, parents/carers must use enter via the school office entrance gate and ring the bell when they arrive at the door. Parents should not arrive before 7:40am, and under no circumstances should children be left unattended in the school office.
5. The breakfast club starts at 7:40am. Children must arrive before 8:15am if they wish to have a breakfast, no breakfast will be served after this time. Parents will still have to pay £2.00 for the morning session.
6. Breakfast Club will not run on days that the school is closed to pupils. Parents/carers will not be charged for days that the club is closed.
7. Outstanding payment: The Extended Services Staff reserve the right to refuse any child entry into club if payment is not made including late collection charges and any other outstanding fees from other extended school services.
8. The extended school services are additional care outside normal school hours. The clubs' policies and procedures reflect the school policies and procedures and parents can read the extended schools' policies and procedures on request at the school office.
9. The Extended Service Staff aim to provide a safe, stimulating and happy environment for all children. The extended service staff reserves the right to exclude any child whose behaviour is disruptive, following the school's behaviour policy.
10. We will endeavour to provide a high-quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns, please speak to the Extended Services Staff. If this is not resolved, please contact the school office. If you are unable to resolve this issue, please follow the school's formal complaint procedure.

