

COPPICE VALLEY PRIMARY SCHOOL

BEFORE & AFTER SCHOOL CLUB PROCEDURE

Document History

Created	February 2023
Next review date	March 2025

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BEFORE & AFTER SCHOOL CLUB

Parents should be aware that all of our Coppice Valley Primary School and Red Kite Learning Trust policies and procedures apply to the Before & After School Club

INTRODUCTION

The Before & After School Club (BAS) is run by Coppice Valley Primary School and exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 7.30am – 8.55am every day and from 3.25pm - 6.00pm Monday-Thursday and 3.25pm - 5.00 Fridays during term time. Current costs for each session can be obtained from the website, School Office or BAS staff. A copy of this policy is provided to all parents of children attending the club and is also available on the school website.

All parents must complete a Registration & Contract form for each child attending the club.

ADMISSIONS

- Only children attending Coppice Valley Primary School are eligible to attend the BAS.
- All places are subject to availability though we will always do our best to accommodate our families.
- The registration process must be completed prior to the child's commencement at the BAS.
- Children's attendance is recorded in a register.

ARRIVAL AND DEPARTURE

Before School

- Parents/Carers are required to bring their child directly to the BAS and sign them in.
- Children will be escorted to their classrooms by 8.55am by BAS staff.

After School

- All children will be collected from their classroom by BAS staff and then gathered in the central corridor.
- The BAS staff take a register of all children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded.
- Parents/Carers must ensure that any person who may collect their child is listed on the Registration & Contract form and that it is kept fully up to date.
- Parents/Carers must inform BAS staff if their child is going to be absent.

DAILY ROUTINE

Before School

- 7.30am – 8.45am parents bring their children to Before School Club situated in the portacabin where a range of activities are set out.
- 7.30am – 8.20am children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.
- 8.35am tidy up time encouraging the children to take responsibility for the BAS environment.
- 8.50am children collect their coats and bags. All children are escorted to their appropriate classrooms for the start of school.

After School

- From 3.25pm children are collected and the first register is taken
- 3.35pm children are escorted to the BAS club where a second register is taken. Children can then choose from a range of play and planned activities, both indoors and outdoors.
- 4.15pm – 4.30pm a rolling light tea is offered. Children wash their hands and sit in small groups.

BEHAVIOUR

Coppice Valley Primary School Behaviour Policy applies.

FIRST AID

- All accidents will be recorded in the Accident Book, accurately reported to the parents/carer upon collection and signed by a member of BAS staff.
- 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/carers of a child who becomes unwell at the BAS will be contacted immediately. If a child is sent home during school hours, the BAS will be informed of their absence.

UNCOLLECTED CHILDREN

If a child has not been collected by 6.00pm Monday-Thursday or by 5.00pm 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 Headteacher, deputy or a senior leader will be contacted. The Designated Safeguarding Leader will be informed via CPOMS. Social Services and/or the Police will also be contacted on:

Social Services – 01609 780780

Police - 101

PAYMENT OF FEES

It is a requirement of the club that parents/carers pay their fees within 7 days of receiving a Statement via BACS transfer or by childcare vouchers or both. Payment is due for all booked sessions even if your child does not attend their booked session unless advance notice has been given.

The person signing the BAS Registration form is responsible for payment of all fees.

If a parent/carer is experiencing difficulty 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.

If non-payment of fees becomes an ongoing issue, this may result in a parent/carer losing their childcare place.