

# Breakfast & After School Club Policy

## Norman Street Primary School



Approved by Governors:

Chair of Governors: Rev. K Teasdale

Headteacher: C Murray

Date: 23.09.2021

Review Date: September 2024

# **Norman Street Primary School Breakfast and Afterschool Club Policy**

## **Scope**

Norman Street Primary School provides Breakfast and After School Club wrap-around care accessible for all pupils of the school.

We provide care for children between the ages of 4-11 and places are offered on a first come, first served basis, of which 30 spaces are available for any one session.

## **Bookings and Payment**

Places are booked through our online SchoolMoney system.

In the case of an emergency, we do try to accommodate late bookings, but please be aware a place might not always be available. If you do need a place at short notice, please ring the school office on 01228 210168. The After School Club contact number is 01228 210168, option 2 – please note, this option is only available during BASC hours.

In cases of cancellation, 24 hours' notice must be given or you will still be charged for the session (unless exceptional circumstances apply).

## **Arrivals and Departures**

The safe arrival and departure of the children in our care is paramount. When arriving at the Furze Street entrance to either drop off or collect your child, please call the BASC number and a member of staff will either collect or bring your child to the gate.

Regular headcounts are carried out during the session, as are routine fire alarm practices.

## **Breakfast Club**

Breakfast club opens at 7.30am. Please enter via the Furze Street entrance. At 8.45am children will collect their belongings and go to class. Busy Bees shall be escorted to their class by a staff member.

## **After School Club**

Children in Years 3/4/5/6 will meet in the designated Afterschool Club place at their year group's finishing time. Younger children in Busy Bees, Year 1 and Year 2 will be collected and escorted by a member of the After School Club staff. Children who are attending an afterschool extra-curricular club will report to the After School club staff before their activity begins to notify them of their whereabouts and will later be re-registered upon entering the club after their extra-curricular club has finished. Snacks will be saved for them.

Snacks will be served at 4.15pm each day. A variety of snacks will be available over the week.

If a child is booked into the Club but does not attend registration, we will check whether the child was present at school that day. If the whereabouts of the child is not known, staff will immediately inform the designated contact at the school and we will contact home.

## **Safeguarding**

Children can only be collected by an adult who has been authorised to collect them on their registration form. Parents/carers must inform the Club in advance if someone who is not listed on the registration form is to collect the child. Staff will contact the main parent/carer for confirmation if they have any concerns regarding departures.

Parents/carers must notify the Club if they will be late collecting their child. If they are late, a late fee of £12.25 will be applied.

Children will **never** be allowed to leave the club on their own.

All parents/carers are requested to make sure their child/children are collected by 5.30pm.

The Club closes at 5.30pm to enable the staff to tidy up and finish on time. There is no facility for an extension to this time.

The Breakfast and After School Club follows the school's Safeguarding Policy, which is available on the school website.

## **Other Policies**

Breakfast and After School Club adhere to all school policies agreed by Norman Street Governors, which are available on request and are on the school website.



## **Norman Street Primary School BASC Finance Procedure**

### **Fees and Payment**

#### **Breakfast Club fees:**

**7:30 am - 8:45 am      £4.25**

#### **After School Club fees:**

**3:30pm - 5pm            £5.75**

**3.30pm - 5.30pm        £7.25**

**All payments for the Breakfast and After School Club should be made in full on SchoolMoney, prior to attending the club.**

- Fees are payable **in advance**.
- Fees are paid on SchoolMoney.
- Employers Child Care Vouchers are also accepted for direct payment.

If for some reason payment is not made prior to arrival at the session in the case of the Breakfast Club or on collection from the After School Club, then payment **MUST** be received **within one school day**. If payment is not received within one school day, parents/carers will forfeit the opportunity to use the club for their child until accounts are clear.

**EMERGENCY – in this case, please confirm booking by texting the BASC mobile phone number: 01228 210168, option 2**

**Fees will be reviewed annually by the Governors' Finance and Resources Committee.**

## **Cancellation**

The only cause for cancellation would be school closure due to adverse weather conditions or problems with the school building eg. no heating or water supplies. In the event of closure:

- A member of school staff will endeavour to contact individuals by telephone by 7:00am
- During adverse weather conditions, school closure will be reported on the Norman Street Primary School website and all parents are contacted via Teachers2Parents and national radio.

## **Refunds**

Credits, refunds or alternative sessions can be used if the place is cancelled within 24 hours' notice ie. if your child is off sick or if the school is closed for reasons out of our control. If cancellation is not made within 24 hours however we will charge full payment.

## **Late Collection from After School Club**

**Collection after 5:30pm will incur an extra charge of £12.25**

**Non-collection fee is £32.25**

If a child is not collected by 5:30pm and the After School Club have not been able to establish contact via the parents/carers' numbers or via any emergency contacts, then the school's Late Collection policy will be followed and Social Services will be contacted.