

# The Discovery School

## Breakfast and After School club policy



### Introduction

The Discovery School Breakfast and After School clubs are run by The Discovery School and exist 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.

The clubs operate from 7:30am-8:40am and from 3:15pm-6:00pm term time only. The clubs do not open on inset days or during the school holidays. Current costs for each session can be obtained from the school office or school website. A copy of this policy is provided to all parents of children attending the clubs and is also available on the school website.

**All parents must complete a registration form for each child attending the clubs and sign an agreement to adhere to the terms of this policy.**

### Admissions

- Only children attending The Discovery School are eligible to attend the clubs.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a copy of this policy and this policy is available to view via our school website.
- All club staff are made aware of the details of any newly registered children.
- Children's attendance is recorded in a register.

### Bookings

Bookings for both The Discovery School Breakfast and After School club can be made online via the School Gateway. Bookings can also be made at the School Office, in person, or by telephone or email.

Bookings **must be made 48 hours** before the required session to ensure that sufficient staff and resources are available. If a child is not booked onto the required session in advance, The Discovery School may not be able to accept the child into the club due to lack of resources. Bookings for Monday Breakfast Club sessions must be made by 2pm on the preceding Friday.

## **Payment of Fees**

It is a requirement of the club that parents pay the fees for Breakfast and After School Club sessions in advance. Payment can be made online via the School Gateway, or by using childcare vouchers.

The parent signing the club's registration form is known as the 'Contracting Parent' and is responsible for payment of all fees.

Parents must book the correct session for their requirements. If a child attends for longer than the pre-booked session, The Discovery School will amend the booking and additional fees will be payable.

If a parent is having difficulty with the payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters in confidence and arrange for discussions to be conducted in private.

If, despite requests from The Discovery School, fees remain unpaid, access to the Breakfast and After School Clubs will be withdrawn and interest at a rate of 8% per day will be added to the debt.

Continued failure to pay the outstanding debt accrued will result in The Discovery School pursuing repayment through either Debt Recovery Agents or the Small Claims Court.

## **Cancellation**

If a child is unable to attend a previously booked session, we would ask that notice is given as follows so that we can ensure our registration process is correct:

Breakfast Club:           By 2pm the previous day  
After School Club:       By 3pm on the day

The Discovery School will be unable to refund any cancelled sessions but will transfer payment made to a future session.

## **Arrival**

### **Breakfast club**

- Parents/ Carers are required to sign their child/ children into Breakfast club. Upon arrival, the intercom situated to the right of the main school entrance, should be used to alert staff of your arrival. **Press '2' then the bell symbol** and the intercom will ring in the small hall.
- Parents must stay with their children until their child is signed in and a member of club staff is present to escort the child/ children into school.
- Children will be released to their relevant classroom at 8:40am by The Discovery School club staff.

## **After school club**

- Foundation stage children will be taken to the club by school staff.
- All other children will be taken to or make their own way to club in accordance with Parents'/ Carers' wishes and their age.

The club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine the reason if a child is not accounted for.

If a child is expected to attend After School Club but is not booked in, school staff will contact the parent to check or clarify the planned collection arrangements.

In the event that children are frequently not pre-booked into a Breakfast or After School Club session, The Discovery School reserves the right to apply an administration charge of £2.50 per unbooked session.

## **Departure**

- We will not permit your child to be collected by anyone under the age of 16 years old (even if you have given permission).
- When arriving to collect your child, please use the intercom to the right of the main front doors. **Press '2' then the bell symbol** and the intercom will ring in the small hall. Please state which child/ children you are collecting and staff will bring them out to meet you.
- 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 record the time of collection.
- The Parent /Carer or named collector must inform a member of staff which child they are collecting via the intercom.
- Parents/Carers must ensure that any person who may collect their child is detailed on the registration form and that it is kept updated.
- Parents/ Carers must inform the school office if their child is going to be absent from the club.

## **Daily Routine**

### **Breakfast Club**

- 7:30am – 8:40am Parents/ Carers bring their children to Breakfast Club situated in the small hall where a range of activities are set out.
- 7.30 - 8.10am - breakfast is served.
- 8.35am - tidy up time encouraging the children to take responsibility for the school environment.

- 8.40am - children collect their coats and bags. Foundation stage children are escorted to their classrooms. Key stage 1 and 2 children are released to make their way to their classrooms for the start of school.

### **After school club**

- 3.15pm - Children go to/ or are taken to club in accordance with Parents'/ Carers' wishes and their age.
- 3.30pm - Children will be offered a light snack.
- 4pm – 6pm - Children can choose from a range of play and planned activities, both indoors and outdoors (weather permitting).

### **Activities**

A variety of play based, practical and craft activities is offered for the children to choose from and enjoy. In the warmer months, the children can also play outside. Children will have an equal chance to participate in all activities and experience a variety of activities during their time in Breakfast and After School club.

If your child wants to complete their homework during the Breakfast and/ or After School Club session they are attending, we will facilitate this, however, club staff will supervise and play with all children equally rather than providing one to one support.

### **Behaviour Policy**

The Discovery School recognises the importance of using effective behaviour management strategies and promotes children's welfare and enjoyment. Working in partnership with parents, we aim to manage behaviour using clear, consistent and positive strategies.

Whilst attending The Discovery School Breakfast and After School Club children are expected to:

- Adhere to the School's behaviour policy, as they would during the school day.
- Use socially acceptable behaviour.
- Comply with the club rules, which are compiled by children attending the club.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Develop their independence by maintaining self-discipline.
- Choose and participate in a variety of activities
- Ask for help if needed.
- Enjoy their time at The Discovery School Breakfast and After School club and enable others to enjoy themselves also.

If after consultation with Parents/ Carers and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the child may

be excluded from the club. The reasons and processes involved will be clearly explained to the child and their Parent/Carer.

### **First Aid**

- All accidents will be recorded on the school's reporting system and details reported to the Parents/Carers upon collection.
- Accident records will hold 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.

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

### **Uncollected children**

If a child has not been collected by 6pm, Parents/ Carers will be contacted in the first instance by telephone. The additional contacts provided by Parents/ Carers will be telephoned in a second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

**Please contact the After School club directly on 01732 847444** if you are likely to be late or are having difficulties collecting your child/ children.

**A charge will be levied for late collection from 6.00pm onwards. This will be charged at £10 per child for every 15 minutes that the Parent/ Carer is late and will be added your account.**

### **Related whole school policies:**

- Safeguarding and child protection
- Health and Safety
- Behaviour policy
- Complaints policy
- Equal Opportunities
- UK GDPR