



Lions Before & After School Club Policy

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CHASE BRIDGE PRIMARY SCHOOL

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Introduction, aims, purpose of policy

Our before and after school club, Lions, is run by Chase Bridge staff 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 7.50am until the start of school and from 3.15pm – 5.50pm term time apart from the last day of term when only breakfast club runs. Current costs for each session can be obtained from the School Office. A copy of this policy is provided to all parents of children attending Lions and is also available on the school website.

Policy summary

This policy sets out the following in relation to Lions:

- Admissions
- Arrival and Departure
- Daily Routine
- Behaviour
- First Aid
- Missing or uncollected children
- Payment and cancellations

This policy should be read in conjunction with the following related Whole School Policies:

- Safeguarding Policy
- Health and Safety Policy

Admissions

All parents must complete an online application form and an online food safety form for each child attending Lions club. The online application form will also constitute an agreement for you to adhere to the terms of this policy.

- Only children attending Chase Bridge Primary School are eligible to join the club
- All places are subject to availability
- The registration process and required payment must be completed prior to the child's commencement at the club
- All parents receive a paper copy of this policy upon request and it is available to view via the school website
- Children's attendance must be recorded on the register
- There are limited places for children in Reception and they may only attend either breakfast or after school sessions in the Autumn term. However, sessions at both clubs will be considered subject to availability in the Spring Term
- Reception places are offered to siblings of pupils already attending Lions in the first instance
- There is no need to reapply each year unless you are requesting a change to your child's place (e.g. requesting breakfast provision in addition to or instead of the after school club)
- Ad hoc sessions are sometimes available for families who need an unexpected session. These are subject to availability and carry an additional fee. See the school office for current charges.
- Please note, there will be no After School session on the last day of each term (Autumn, Spring and Summer).

Arrival and Departure

Arrival

Breakfast Club

- Parents/carers are to bring their children to the school office where they will be signed in. Entry to the club is through the main school doors and through to the May Hall
- Infant children will be escorted to their teacher/classroom at the start of the day by a member of the Lions team
- Junior children will be allowed to leave the May Hall to make their own way to class from 8.45am

After School Club

- Children in Reception and Year 1 will be taken to Lions by a member of their class team
- Children in Year 2 to Year 6 will make their own way to Lions once they have been dismissed

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- The club staff will take a register of all contracted children and will liaise with the school office/class teacher to determine any reason why a child is not accounted for
- Year 1 children, who attend an after school extra-curricular club, will be collected by a Lions staff member from the club. Years 2 to 6 children are expected to independently make their way to Lions where they must report to a Lions staff member for registration. For Year 2, this will be from the Spring Term; they will be supported during the Autumn Term.

Departure

- When a child is collected they will be signed out by a Lions member of staff
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and Arbor and that it is kept fully up to date
- Parents **must inform** the School Office and Lions (lions@chasebridge.richmond.sch.uk) if their child is going to be absent from Lions or if there are any last minute pickup changes
- Year 5 and 6 pupils will not be allowed to walk home from Lions alone

Daily Routine

Breakfast Club

- 7.50am – 8.30am: Breakfast is served during this time. It will vary daily but will include a mixture of cereals and toast. Children will be expected to wash their hands before enjoying breakfast
- 8.00am – 8.40am: A range of games and puzzles will be available for the children
- 8.40am – 8.45am: Tidy up time, encouraging children to take responsibility for the room
- 8.45am - Junior children can go directly to class
- 8.45am - Infant children are escorted round to their teacher/classroom

After School Club

- 3.15pm/3.30pm - Children in Reception and Year 1 will be taken to Lions by a member of their class team. Children in Year 2 to Year 6 will make their own way to Lions
- 3.15pm - 3.30pm: Children are given some fruit and water and the register is taken
- 3.30pm - 4.30pm: Children can choose from a range of play and planned activities, both indoors and outdoors. There are a range of toys, games and activities on offer giving the children the opportunity to play independently, in groups and with adult interaction. Activities can include but are not limited to; painting, drawing, reading, team games, sport and puppet shows!
- 4.30pm – 5.00pm: Children will all sit down together to enjoy a small snack
- 5.00pm -5.45pm: Children can choose from a range of play and planned activities as before
- 5.45pm – 5.50pm: Tidy up time, calm time

Behavioural incidents/concerns and rewards

Behaviour sanctions

Lions display their expectations for behaviour. If a child is disrupting the club or demonstrating inappropriate behaviour the levelled protocol will be followed:

- Level 1: A verbal warning is given by a member of staff
- Level 2: The child will be moved to another area in the club or to a different activity
- Level 3: They will sit out of the activities
- Level 4: The child will be sent to a senior member of staff and the Lions staff will inform the child's parent/carer. In such instances an Incident Report Form will be completed and a record kept centrally

Bullying/Serious Incidents

All forms of bullying are unacceptable at Chase Bridge Primary School. The school and its community are committed to striving to eliminate bullying from school life.

We define bullying as being the repeated act of a person/persons using a position of strength to inflict physical/emotional pain or to lower the self-esteem of individuals or groups who are perceived to be weaker or vulnerable.

If a serious incident occurs anywhere in school (we define this as when a parent or senior staff member may need to be involved), which involves bullying, racist, aggressive (verbal/physical) or any other serious behaviour that violates our school behaviour expectations, then a brief form called a Serious Incident Report Form must be completed and shared with a senior member of staff. This will then be recorded in a log held centrally in the school office.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour at Lions the school may decide to remove your child's place. The reason and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- The majority of Lions staff are qualified first aiders
- All accidents will be recorded in the school accident book, accurately reported to the parents/carers upon collection
- Should a child become unwell during Lions, the parents will be contacted immediately

Emergency Procedures

In line with the school's Health and Safety Policy, and Lockdown Policy, staff will follow the safety procedures as set out in both policies.

Fire procedure

Staff will follow the emergency evacuation plan in the event of a fire with the site manager acting as lead fire marshal. Parents will be notified using the school's emergency communication system which can be operated offsite.

Lockdown procedure

Staff will follow the lockdown procedure and parents will be notified as soon as possible. It is important for our school telephone lines to be kept open for staff to stay in touch with the emergency services. Parents must not telephone the school should we be in a lockdown situation.

Uncollected Children

If a child has not been collected by 5.50pm, the parents will be contacted in the first instance by telephone. The additional contacts that have been 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.

A fee will be applied for late collection from 5.50pm onwards at £1 per minute. This charge will be added to your account for immediate payment.

Payment of Fees and Cancellation

Lion session payments are processed on a weekly basis. Payment can either be made by childcare vouchers or by online payments. If you wish to use childcare vouchers please contact the school office for further information.

Funding should be made available on the account to cover future sessions. This will mean a prepayment of at least one week's value. As arrears on the account are not permitted, failure to keep your account in credit, will result in your child losing their space at the club. To prevent this from happening, we encourage our parents to regularly check their online payment account to keep up with payments. Sessions will still be chargeable should the child be absent, as the staffing ratios will be maintained throughout the term.

Lions operate a two week's cancellation period. Should you wish to cancel your child's space, please do so in writing by email to info@chasebridge.richmond.sch.uk. Any applicable refunds will be applied as a credit amount to your online school account. If you cancel within the 14 days, the school has the right to refuse any prepayments.

