



LITTLE ACORNS BEFORE AND AFTER SCHOOL CLUB POLICY

AIMS

To ensure children are provided with a safe, secure and friendly environment in which they can enjoy a range of activities (including breakfast or a light snack) under the supervision of caring staff from 7.45 am to 8:50 am and 3.10pm until 5.15pm daily during term time.

OBJECTIVES

- To provide a welcoming, safe, secure environment for pupils either before or after school
- To provide pupils with a healthy, nutritious breakfast and/or a light snack in line with the school's healthy eating policy in a pleasant, relaxed atmosphere.
- To ensure all children's needs and abilities are catered for through a range of activities.
- To employ caring supervisory staff.
- To provide a calm play environment for pupils.
- To provide an affordable service to parents and carers.

PROCEDURES

Admission Arrangements

- Registration forms must be completed in full and returned to school to request places.
- School will send you a letter confirming receipt of your registration and whether you have been granted all or some of your required places or if you have been added to the waiting list.
- When places become available, they are offered in date order to children on the waiting list.
- If your child is already attending certain days/sessions, and you wish to increase those days/session, you need to request them in the same way as above to ensure fair allocation of places.
- Breakfast Club - The charge per session, per child, is £4.50 regardless of time of arrival.
After School Club -The charge per session, per child, until 4.15pm is £5.50, or until 5.15pm is £8.50.
- Payment can be made via parent pay or paypoint.
- Sessions booked but not attended will be charged. However, absence due to long-term sickness (more than 5 continuous days) will not be charged.

- Non-payment of fees may result in the withdrawal of the place. Please see the school Debt Policy for further information.
- One month's notice is given of any proposed variation in fees chargeable.
- One week's written notice is required if you wish to withdraw your child from Little Acorns.

Registration

- An attendance register will be taken daily.
- Little Acorns retains the register.
- In case of an emergency where children have to be evacuated from the building, the register must be taken and children checked against it to ensure they are all present.

Collection from After- School Club

- Children should be collected by 4.15pm OR 5.15pm daily (dependent on your booked session time).

Late Collections

We understand that from time to time, there may be legitimate reasons for occasional late collections, however you must let Little Acorns know on 07707100592 (as the school office will be closed from 4.30pm and messages will not be picked up until the following day.). However, if this happens on a regular basis, the following procedure will occur: The first time you will receive a verbal warning. The second time, you will receive a letter and if this happens again, you will lose your child's place at the club. The charge is £10 for every 15 minutes after your booked session end time.

Failure to Collect

- If you have not informed the club that you will be late collecting your child and we cannot make contact with you by 5.45pm, the school will call Solihull Social Care as it will therefore become a safeguarding issue due to non-collection.
- The staff will also inform the Principal.

Staffing

There are four After School Club Supervisors:

- Miss Wright, Miss Swann, Miss Shilton and Mrs Harris

There are two Before School Club Supervisors:

- Miss Gardner and Mr Lewis

- Little Acorns Supervisors and any additional staff are enhanced DBS cleared. The ratio of staff to children is 1:13. There are relief staff to cover absences.

Contingency arrangements for staff absences and emergencies

If a member of staff is absent, they must contact the School Business Leader who will arrange cover.

ORGANISATION

- Any child absences can be reported to the Little Acorns Supervisor on 07707 100598
- Breakfast Club is available to children from Reception to Year 6 from 7.45am to 8:50 am, After School sessions are 3.10pm to 4.15pm or 5.15pm. Both held on the school site.
- The maximum number of places available is capped at (Breakfast – 26) and (After School 40) on a daily basis.
- Pupils will be welcomed by the Club staff who will register the children.

Before School Club

- Pupils will be welcomed by the Before School Club staff who will register the children.
- The children will join the breakfast club laid out in the hall.
- Children are encouraged to demonstrate good table manners and behaviour throughout.
- Breakfast will stop being served at 8.45am in order to allow sufficient time to clear away food and crockery.

After School Club

- Between 3.30pm and 5.00pm a light tea will be provided.
- Children are encouraged to demonstrate good table manners and behaviour throughout.

Little Acorns Before and After School Club

- Weather permitting, outdoor activities will be available in the school's playground area for the children.
- Children will sometimes have the option to take part in 'messy play'.
- The child's details, medical conditions, parents/carers' contact details, an additional emergency contact name, address and telephone number are kept in the school office.

Behaviour

Little Acorns follow the School's Behaviour and Sanctions policy.

All children are expected to behave well, show respect, be polite, look after equipment and resources, be co-operative and courteous to staff and to each other.

Children who do not behave well or do not show respect for staff or each other will have three opportunities to improve their behaviour. If, after the third time, behaviour is still an issue, the parent/carer will be informed and the child may be put on report for the after school club period. Should behaviour continue to be a problem, the school reserves the right to withdraw the place at the club for the child either temporarily or permanently.

Resources

The club will have access to a range of resources which are kept on the school site.

Communication with Parents

- Verbal communication with parents/carers collecting children.
- If an incident has occurred, written notes to parents may be given to the child to hand to their parent/carer or a text message if necessary.
- Parents/carers may make appointments with the School Business Leader to discuss matters pertaining to Little Acorns. However, please ensure that you have spoken to the club supervisor prior to any appointment being made.

Medicines at Breakfast Club

If your child is on medication, you must hand the medicine in to the Supervisor and complete the necessary documentation. Medicine can be collected at the end of the school day.

Medicines at After School Club

If your child is on medication, you must hand the medicine in to the school office. This will then be passed on to the club staff so that it can be returned upon collection time.

If your child is asthmatic, please ensure that you have completed the asthma notification form and return it to school. It is vital that they have an accessible inhaler during Club. Please do not assume they will be able to access inhalers left in classrooms.

Child Protection

The setting abides by the school's Child Protection Policy. Ms Danielle Givens, the principal and Mrs Paula Kirk are the Designated Safeguarding Leads (DSL) for Child Protection.

It is every member of staff's responsibility to safeguard children. If you have any concerns that either, cannot be dealt with as above, or you still have concerns, it is your duty to report this to the Local Safeguarding Childrens Boars(LSCB) in 0121 788 4333.

Personal Property

- All items of clothing should be clearly marked with the child's name.
- Children should not bring in any electronic devices or other valuable personal property as the club cannot accept responsibility for loss or damage to it however it may be caused.

Fire Procedures

Children and staff should exit out of the nearest accessible fire door and assemble on the school playground.

A register will then be taken to ensure all children are present.

First Aid

First aid will be provided in line with school procedures and a note issued to parents if necessary.

Risk Assessment

Risk Assessments are in line with Smith's Wood Primary Academy and are held in the school office.

Confidentiality of Documents

Confidential documents are kept in the school office or in a locked cupboard in the club.

Complaints

We hope that you never have cause to complain but if you do, please follow this procedure:

- Firstly, speak to the Club Supervisors; your concern may be quickly allayed by them.
- If you are still not satisfied, please make an appointment to speak to the School Business Leader.
- If you are still not satisfied, you will need to put your complaint in writing to the Principal. If you feel a satisfactory resolution has not been achieved, then please address a letter to the school governors following the School's Complaints Procedures Policy. A copy of the policy is available on request from the school office or on the school website.