



Bewdley Primary School Before and After School Clubs (RASCALS) Policy

Rationale

The safety of pupils is our priority whilst they are in our care at school. Bewdley School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We aim to promote equality of opportunity and a positive attitude to all pupils and staff.

The Government states that all schools will need to provide an extended day for all pupils, either on site or through linking with a local service provider. Bewdley Community Primary School provides before and after school activities to cater for children who need wrap-around care. Our staff provide a range of indoor and outdoor activities when the weather and time of year allow.

Aims

The Before and After School Club (RASCALS) provides quality wrap around care for pupils at Bewdley Community Primary School. It aims to:

- support working parents by providing before and after school childcare from 7.30am until 8.40am and from 3.00pm until 5.30pm.
- provide planned play activities.
- offer the children breakfast each morning and a light snack at the end of the school day in a safe and friendly environment.

Bookings and Admission

There are a capped number of places available during Rascals to ensure that ratios are compliant. We are unable to accept children over those ratios. Places are allocated on a first come, first served basis by booking through the School Gateway system.

Towards the end of each half term, spaces are released for the following half term to allow parents to book 6 weeks at a time. Text alerts are disseminated to advise of booking availability and timescales. Please ensure that your contact details are up to date with the office.

Admission Criteria

1. Admission is conditional on the following undertakings by the parent/guardian:

a) Fees are promptly paid at the time of booking.

b) The behaviour of the child is acceptable for the safe & efficient running of the club. School policies, including Behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. We will also reserve the right to refuse any child if their safety, the safety of others or the smooth running of the club cannot be maintained without changes in adult ratios.

2. Occasional bookings can be taken at the discretion of the club staff by calling the office.

3. In the case of occasional absence e.g. illness please telephone the school office to confirm non-attendance.

4. For all clubs, children will be accepted on the day, or without weekly/termly notice if there are unforeseen, unexpected circumstances. This is down to the discretion of club staff.

Booking and Payment

1. The cost of each before school session, from 7:30am until school starts at 8:40am, is £4.50
2. The cost of each after-school club session, from 3:00pm until 4.20pm, is £4.50
3. The cost of each after-school club session, from 4:20pm until 5:30pm, is £4.50
4. Payment will be made at the time of booking through School Gateway or via prior arrangement with the office with childcare vouchers.
5. Failure to keep up to date with payments may result in your child losing their space in the club.
6. A charge of £10 will be made for late pick up from the after-school club. Until the late fee is paid, your child's place at the club will be withdrawn.
7. These fees are subject to change, with prior notice to be given of any changes.
8. If families with three or more children attend club then discounts can be applied. In this case parents should speak to the Business Manager (Mrs Nikki Walker)

9. A week's notice is needed for cancellation of booked sessions. For sessions cancelled with less than 7 days' notice, the full payment will be charged.

Review and Monitoring

This policy will be reviewed annually by the Governing Body.

The costs of the sessions will be monitored and may be amended to reflect changes in inflation. If prices are to change, parents will be given at least half a term's notice.

Before School Club

Our before school club is available for all Bewdley pupils from Nursery age 3+ to year 6. It operates between 7:30 and 8:40am where children will be offered a breakfast of toast and cereal and hot and cold drinks. There will be a range of activities available. Children will be walked to class at 8.40am by club staff internally. A member of teaching staff is on duty during this time every morning. This session costs £4.50 per day and is payable at the time of booking.

After School Club

This session is available to all children from Nursery age 3+ to year 6. It operates from 3:00pm to 5.30pm. There will be a range of activities available, both inside and outside depending on the weather. Children may also be given support with reading/homework, if needed. This costs £4.50 for the first session (3:00pm – 4:20 pm) and £4.50 for the second session (4:20pm – 5:30pm). Children will be provided with a light snack which is included in the price. Children can only be collected by their parent (s) or by an adult (over 16) who the parent has authorised to collect. In the event that a child is collected by someone unauthorised, the parent will be contacted to check whether the person can collect the child or not. If the parent cannot be contacted, then the child will not be permitted to leave the building with the unauthorised person. This is to safeguard them.

Late Collection

Children should be collected from the Rascals door by 5:30 pm at the very latest, which is the end of the late session time. If you have not collected your child by this time, school will start to work through the list of contacts provided. In this instance, we will attempt to contact the main carer and any other emergency contacts repeatedly. If your child has not been collected by 5.35pm, the school reserves the right to apply a late payment fee of £10.

At 6.15pm, if the child has still not been collected, the headteacher will be informed and will make a decision to contact social services and/ or the police.

Club staff aim to provide the following:

- A varied programme of activities
- A safe, caring and stimulating environment
- High quality care at all times

- Experienced and committed staff with relevant training in first aid, food hygiene and child protection training
- A commitment to equal opportunities
- Safe equipment
- Sufficient numbers of staff are first aid trained and hold valid food hygiene qualifications

Parents should

- Make sure that the Booking Form is updated with emergency contact details and medical information and ensure that the information held by the club and school is the most up to date.
- Collect children promptly at the end of the session
- Give notice if children are going to miss a session for any reason or if you will be delayed collecting children
- Pay in advance

Before and After School Clubs Behaviour and Inclusion

We try to be as inclusive as possible in our wraparound care offer and will do our best to adapt the environment, resources and activities to meet the needs of any pupil who wishes to attend. However, for health and safety reasons, it may be necessary to put in additional provision for some pupils who require 1:1 support. Where this is the case, the cost may need to be passed to the parent/carer. School policies, including behaviour and safeguarding, apply in the same way as they do during the main school day. If the behaviour of the child is unacceptable for the safe & efficient running of the club, parents will be informed of this by a member of the school's Senior Leadership Team in the first instance and a warning will be given to the child. Any additional unacceptable behaviour will result in the child being excluded from the club for a period of time deemed appropriate by the SLT. We reserve the right to refuse pupils where behaviour is extreme and presents as unsafe to themselves or others.

Safeguarding

Staff at Rascals are committed to safeguarding the pupils in their care. They will follow the same procedures set out in the school Safeguarding Policy (available on the website) and any concerns will be raised with the Designated Safeguarding Lead – Mrs Jacqui Bennett or the Deputy Safeguarding Leads – Mrs. Jane Woakes and Mr. Will Pritchard. All staff within the setting have undertaken appropriate safeguarding training.