

Aragon Primary School

Breakfast and Afterschool Club Policy



Date agreed and ratified by Governing Body: January 2024

Next Review: January 2025

This policy will be reviewed at least annually and following any concerns and/or updates to the national and local guidance or procedures.

The Hive
Aragon Breakfast and Afterschool Club

'To be the best we can be'

At Aragon we are committed to safeguarding the welfare of all our pupils and believe that all children, whatever their abilities, their strengths and weaknesses should be given the same opportunities, the same support and encouragement to learn and develop academically and spiritually in a secure, loving and disciplined atmosphere

Introduction

Aragon Breakfast and Afterschool Clubs are available for Aragon children from Reception age to Year 6 and provide quality care outside of school hours.

Aragon Breakfast Club is open from 7.45 am -8.45 am

Aragon Afterschool Club is open from 3.20pm -6.00pm.

Aims & Objectives

- Provide support to parents and carers enabling them to feel confident in the knowledge that their children are receiving good quality care
- Provide a safe, secure and happy environment for every child
- Provide a stimulating and well-organised environment, where children can be involved and carry out a selection of activities, independently, supervised or with adult support
- Provide breakfast and snacks in the afternoon with fruit and water also being available
- Provide further opportunities to enhance their learning and personal development.

Procedures for Admissions

This policy sets out:

- The way in which places will be allocated where demand exceeds the number of places available
- The process of booking and cancelling places
- The way in which payments must be made

Admissions are based on the following:

- The maximum number of places available
- Ratio of staff will be 1:13
- Any remaining places will be allocated to children in order of their application being received
- A waiting list will be in place for children who cannot be offered a place
- When a regular booking is made it will be assumed that the place will be required for the full academic year or the remainder of the academic year if the place is offered during the academic year.
- Cancellations are processed according to the terms set out below.
- Occasional places may be available and requests for places should be made by email or at short notice by phoning the main school number

Booking Places:

A registration and booking form, available from the school office, must be completed for all the children applying for places in either club and returned to the School Office Manager Mrs Natalia Granelli or the School Office Administrator Mrs Zoey Kennett.

Payment:

All payments must be made monthly in advance, no later than the first day the child normally attends the club. Payments should be made online, with childcare vouchers or by registering for a Government Child Care Account-further information can be found at www.gov.uk/childcareaccount. Payment may only be paid online. It is the parent's responsibility to ensure that money is received by the Club on time. If payment of fees is not received, the place in the Club may be at risk.

Charges from 1st January 2024

Breakfast Club sessions £4.00per day

Afterschool Club sessions – 1st^t child £13.00 per day

Afterschool Club sessions- siblings £11.00 per day

Charges for late collection from Afterschool Club

- The last Afterschool Club pick-up time is from 5.45 - 6.00pm. **Staff are not paid to stay after these hours**
- There is no facility for extending the closing time and any pick up after 6.00pm will be classified as late

- Payments for a late pick-up will be charged at a rate of £8 for every 10 minutes late. The charges will start from 6.05 pm with the first charge being £8
- Parents who are persistently late may be advised that their child can no longer attend the Club.

Overdue Payments

When a payment (including a payment due to a late collection) is two weeks in arrears, a letter or email will be sent to the parent/carer asking for payment within 48 hours. A child's place in the Club may be suspended after the 48 hours has elapsed until payment is made. If payments are received in arrears on more than two occasions, the Club may withdraw a child's place in the Club and will offer the place to a child on the waiting list. Parents who are unable to meet their obligation to pay for a child's place in the Club should discuss the situation with the School Office Manager or Administrator immediately.

Notice Period to cancel child's place at the Club

If parents no longer require a session at the Club on a regular basis, they must give 4 weeks written notice (by letter or email) to withdraw from that place. Parents will be required to pay for the place until 4 weeks has elapsed irrespective of whether the place is taken up by another child, other than in exceptional circumstances (see below).

Absence

If a child will be absent from the Club on a given day, parents must inform the School Office Manager or Administrator by 2.00pm, even if they know that they will be charged for nonattendance. Failure to advise us about an absence will incur an additional payment of £5.00. This is to ensure that staff do not spend time looking for children who are not due to be in Afterschool Club and to ensure that children will be dismissed by their class teacher at the end of the day rather than sent straight to Afterschool Club. If a child will be absent at very short notice, parents should telephone the school office as well as sending an email. There is no refund available for days missed except in exceptional circumstances which include those where a child is unable to attend or the place is not needed for reasons beyond your control-for example redundancy, bereavement or long- term illness.

The Role of Parents/Carers

Aragon staff will work in partnership with parents/carers in order to provide consistency of care. An awareness of the various cultural, religious and ethnic backgrounds, dietary

requirements, medical need, special needs and differences in child rearing practices will also be taken into consideration.

Safeguarding

All staff involved in the Clubs have had enhanced DBS checks, there will also be at least one member of staff who is Paediatric First Aid trained.

Staff will follow the existing school policies for Safeguarding, Code of Conduct, Medical, Health and Safety and Fire Safety Procedures.

In certain circumstances it may be necessary for a risk assessment to be undertaken before a child is offered a place at the Club. The reasons for this may include behavioural, medical and/or physical needs to ascertain if there is either no risk or a low-level risk in order for a place to be offered.

The safe arrival and departure of children is paramount and staff will ensure accurate records are maintained. Children may only be collected by an adult authorised to collect them or by staff having prior knowledge of a pre-arranged agreement that is password compliant.

Complaints

The Clubs will follow the School's Complaints Policy which is accessible on the school website.

Ofsted

The Afterschool and Breakfast Club will be subject to OFSTED inspections as part of Aragon Primary School inspections.

Policies

This policy should be read in conjunction with the following;

School Behaviour, Anti Bullying, Safeguarding, Health and Safety and Medical Conditions Policy all of which are available on the school website.

Date. 10/01/2024

Signed

Isabene Spaget

Chair of Governors

Clare Byrds

Headteacher