

# Before and After School Care Policy

**Document:** Before and After School Care Policy

**Ref:**

**Approval Date:** 3<sup>rd</sup> February 2023

**Review Date:** February 2024

**Status**

**Responsibility:** The Governing Body of St Mary's Primary School [the School] is responsible for the management of the schools Breakfast Club and Twiglets at Twilight After School Club. St Mary's CEVA Primary School is registered with Ofsted – registration number 115700

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## 1. Introduction

The Breakfast Club and Twiglets at Twilight (Twiglets) is run by St Mary's CEVA Primary School and exists to provide high quality out-of-school hours child care for our parents. It provides a range of stimulating and creative activities in a safe environment.

- Breakfast Club runs from 7:45 am to 8:45 am, term time only.
- Twiglets runs from 3:15pm to 5:30pm, term time only.

A copy of this policy is available on the school website.

## 2. Admissions & Bookings

- Only children attending St Mary's CEVA Primary School are eligible to attend the Breakfast Club and Twiglets at Twilight;
- All places are subject to availability;
- Booking should be made and paid for, online via ParentPay, in advance of the session required. If you need to make a booking on the day please do so by contacting the School Office on 01666 502275;
- Children's attendance is recorded in a register at the start of each session.

## 3. Cancellations

- If a booking is to be cancelled it should be done so in advance, online, via ParentPay. Sessions which need to be cancelled on the day should be done so by calling the School Office on 01666 502275.
- Twiglets sessions cancelled before 12pm on the day will not be charged. Cancellations made after 12pm will incur a charge of £2.40 to cover the cost of the cancellation administration and the cost of the tea which will already have been ordered.

## 4. Arrival and Departure

### Breakfast Club

- Parents/Carers should bring their child(ren) into Breakfast Club via the Year 5/6 doors.
- Children who would like breakfast must arrive before 8:20am.
- A register will be taken each morning.
- EYFS/KS1 children will be taken to their classrooms at 8:40am by a member of the Breakfast Club staff.
- Yr3/4 and Yr 5/6 children will be taken to their playgrounds at 8:40am by a member of the Breakfast Club staff.

### Twiglets at Twilight

- Children in EYFS and KS1 classes will be collected from their class by a Twiglets staff member.
- KS2 children will make their own way, promptly, to the hall at the end of the school day.
- Children can attend another club after school before coming to Twiglets however they will be charged for the whole of the Twiglets session.
- Parents will be required to keep Twiglets up to date with the activities which their children will be attending before going to Twiglets.
- A register will be taken at the start of the after school club.
- Parents should enter the school via the Yr5/6 doors to collect children from the after school club. This door will be locked and parents should ring the doorbell to gain entry.
- Parents must sign their children out when they collect them.
- Parents must inform the school office of all those people who may collect their child from Twiglets and make sure this information is kept fully up to date.
- Parents must cancel their child's place at the after school club prior to the start of the school day if it is no longer required.

## 5. Daily Activities

### Breakfast Club

- Children who are having breakfast wash their hands.
- Children are offered a freshly prepared, healthy breakfast.
- A variety of games and toys will be available for the children to play with.
- Whenever possible supervised outdoor play will take place on the school field.
- Children are expected to clear away their plates and tidy away the games and activities encouraging them to take responsibility for the breakfast club area and resources.

### Twiglets at Twilight

- Children will enjoy a healthy afternoon tea. Staff will sit with the children at this time and it will be served around 4:30pm once children taking part in other after school activities have joined them.
- Children will be able to choose from a range of play and planned activities both inside and outside.
- Children will be able to complete homework during this time.
- Children are expected to tidy away the games and activities encouraging them to take responsibility for the after school club area and resources.

## 6. Contacting Twiglets at Twilight

Twiglets at Twilight staff can be contacted on 07526 280975 between the hours of 3:15pm and 5:30pm. Between the hours of 8am and 3:15pm all contact with Twiglets at Twilight should be made via the School Office on 01666 502275 or [bursar@st-marys-tetbury.gloucs.sch.uk](mailto:bursar@st-marys-tetbury.gloucs.sch.uk)

## 7. Inappropriate Behaviour

Whilst attending Breakfast Club and Twiglets at Twilight children are expected to behave in the same way as they do in school. Pupils will be expected to follow the school's Golden Rules and staff will follow the school's agreed Behaviour Policy.

If after consultation with parents and the implication of behaviour management strategies, a child continues to display inappropriate behaviour, the club may decide to exclude the child from before or after school club. The reasons and processes involved will be clearly explained to the child and their parent/carer.

## 8. Charges and Payment of Fees

Breakfast Club cost - £3.25 per session per pupil (1 hour of childcare including a healthy breakfast).

Twiglets at Twilight - £9.75 per session per pupil (2 ¾ hours of childcare including a healthy afternoon tea).

Payment for Breakfast Club and Twiglets should be made, where possible, via ParentPay. A record of children's attendance at these clubs will be recorded on ParentPay each Friday. Payments made by cash or Childcare Vouchers will be input into ParentPay once a week, typically on a Friday.

Parents must ensure that Breakfast Club and Twiglet accounts are kept in credit to ensure that their child(ren) can continue to attend these clubs.

Government Tax Free Childcare vouchers can be used to pay for Breakfast Club and Twiglets. To do this find our school on the Government website by either using the postcode GL8 8BW or the Ofsted number 115700. Each time you make a payment to our school the following details must be sent to [bursar@st-marys-tetbury.gloucs.sch.uk](mailto:bursar@st-marys-tetbury.gloucs.sch.uk) so that your ParentPay account can be credited with this payment.

- Child's unique code:
- Amount paid:
- What it is to be allocated to e.g. how it is to be split between Twiglets and Breakfast Club.

This will payment will then be credited to your child's ParentPay account ready for bookings to be made.

If you use a different childcare voucher scheme such as Edenred or Computershare the same process should be followed and the payment details sent to [bursar@st-marys-tetbury.gloucs.sch.uk](mailto:bursar@st-marys-tetbury.gloucs.sch.uk)

Parents who are experiencing difficulty with payment of fees should contact the School Office as soon as possible.

Fees will be subject to review on annual basis.

## 9. Late Collection

If a parent is running late or needs an adult, other than the adults already listed on their registration form, to collect their child/ren they should contact **Twiglets at Twilight on 07526 280975** to let them know.

If a child has not been collected by 5:30pm parents will be contacted in the first instance by telephone. The additional contacts on their pupil file will be telephoned in the second instance.


A charge of £3 will be applied for each instance in which a child is collected after 5:30pm.


## 10. Review of the Policy

This Before and After School Care Policy shall be reviewed each year by the Resources Committee, with any recommended changes notified to the full Governing Body.

Policy approved by governors on 6<sup>th</sup> February 2023

Review Date: February 2024

Signed by Headteacher: 

Signed by Chair of Governors: 

**Date:** 6 February 2023

