

# Haddenham St Mary's CE School



## BEFORE AND AFTER SCHOOL CLUB POLICY

Date agreed by Governing Body	21 May 2024
Date to be reviewed <i>(maximum 12 months after date above)</i>	May 2025
Date adopted by Governing Body	May 2024
Governors Committee accountable for review	Finance & Resources Committee
Staff member accountable for review	Headteacher
Governor accountable for monitoring	Chair of Finance & Resources Committee

## **Bookings and Admissions**

Happy Hedgehogs wraparound care Club is open to children aged between 3 and 7 years who attend Haddenham St Mary's CE School and Little Forest Friends pre-school. The club is not available to children aged 2 years who attend Little Forest Friends pre-school.

Bookings are made by the parent/carer online via the School Gateway on a half-termly basis. The Happy Hedgehogs Manager will notify all parents/carers in advance via email about when the booking system will be open. The booking system will close before the start of each half term and no further bookings can be made online by the parent /carer. All sessions have a maximum intake of 50 children and this is built into the booking system. Long term bookings for those requiring regular sessions over more than half a term will be offered periodically.

Children will not be able to attend the Club until both online booking and payment have been completed via the School Gateway. Making a payment only does not confirm a place at the Club.

### **Specific Needs:**

Children with specific needs will be assessed individually and support given where possible. Medicines required for ongoing chronic healthcare needs such as asthma inhalers and auto-injectors must be provided by parents/carers to Happy Hedgehogs (in addition to those provided for use during the normal school day).

### **Emergency Contacts:**

The Club registration form detailing emergency contacts, allergies and dietary needs for all children will be held by the school office. The form will be kept on the premises in a secure place to ensure confidentiality. It is the responsibility of the parents/carers to inform the school office of any changes in personal details or circumstances.

## **Fee Structure**

Fees stated below are per session.

### **Haddenham St Mary's children**

Breakfast	Mon - Fri	08:00 - 08:55	£5.00
After school	Mon - Fri	15:05 - 16:30	£6.50
After school	Mon - Fri	15:05 - 18:00	£10.00

### **Little Forest Friends' children**

Breakfast	Mon - Fri	08:00 - 09:00	£6.50
After school	Mon - Fri	15:00 - 16:30	£9.50
After school	Mon - Fri	15:00 - 18:00	£14.50

Late collection fee: £10 per 15 minutes

The fees for the Club are reviewed annually and parents/carers will be notified in advance of any changes. Payment must be made at the time of booking via the School HSM Before & After School Club policy 2 Adopted at Governing Body May 2024

Gateway by bank transfer, childcare voucher or Tax-Free childcare scheme. The Club reserves the right to exclude children from the Club if fees are not paid promptly.

### **Cancellations**

Cancellations should be made in writing by email to [happyhedgehogs@haddenham-st-marys.bucks.sch.uk](mailto:happyhedgehogs@haddenham-st-marys.bucks.sch.uk)

**All cancellations are non-refundable. Exceptional circumstances can be considered at the Headteachers' discretion.**

### **Structure of the sessions**

#### **Breakfast club:**

Breakfast club runs every morning within the school. Children can be dropped off any time from 8am. Breakfast is served from 8am to 8.30am.

#### **Arrival at the After School Club:**

Children are collected from their classrooms and escorted to the Club by a Happy Hedgehogs Leader and registered into the Club.

If any child is expecting to attend but is not booked in, the parent will be contacted to collect their child from school. The child will remain the responsibility of the school until collected.

#### **Collection from the Club:**

Parents/Carers are responsible for collecting or arranging the collection of the child before the Club finish time booked by the parent/carer. If a parent/carer is frequently late collecting a child from the Club, a late collection fee of £10 per 15 minutes will be imposed. The late collection fee is to cover additional staffing costs, as in the event of late collection two members of staff are required to wait with the child. If a child is not collected, a Happy Hedgehogs Leader will telephone the Parents/Carers, or the emergency contact numbers. If we are unable to contact anyone to collect the child, Social Services will be contacted after approximately one hour.

If a child is collected late on three separate occasions within a term the child will not be permitted to continue attending the Club for the term and any remaining sessions booked and paid for will not be refunded.

Happy Hedgehogs staff will sign out all children from the Club. Parents/Carers should notify the Club by emailing [happyhedgehogs@haddenham-st-marys.bucks.sch.uk](mailto:happyhedgehogs@haddenham-st-marys.bucks.sch.uk) if another person (other than those authorised to collect) is collecting their child.

#### **Planning and activities:**

The Club aims to provide a range of stimulating activities within a safe and secure environment and offer positive opportunities for the children.

Adult-led daily activity sessions are offered to the children. The school has the right to change the activities and days when required. When free play opportunities are offered, children can choose what they would like to do. These activities may include board games, construction, crafts, sports, or group games. A quiet area will be available for children who wish to do their homework, read or sit quietly.

Activities are adapted to give all children the opportunity to take part. The Club endeavours to ensure that all children's individual needs are met. Children are treated

as individuals and respected. Medical, cultural and dietary needs are taken into consideration.

### **Behaviour**

We want all children and their families to feel welcome and happy at Haddenham St Mary's. We are a hard working school and expect high standards from our pupils in terms of both work and behaviour. We are strongly committed to equal opportunities and believe that every member of the school community has the right to be able to realise their full potential, in a secure, safe and happy environment. Each child has the right to expect support and action if their happiness or safety is threatened. Please refer to the school's Behaviour policy for full details.

### **Car park**

Parents/Carers must not use the school staff car park for picking up and dropping off children. Parents/Carers or children with a disability may use the staff car park but this must be arranged with the school office prior to using the Club.

### **Staff induction and training**

Every year the Club reviews the training and qualifications of the staff working in the Happy Hedgehogs club. All staff receive induction training including health and safety procedures and child protection.

Every session includes a member of staff with a Level 3 childcare qualification when pre-school children are attending. There is always a qualified first aider on the premises.

### **Confidentiality**

Parents have the right to access any information that the Club holds about their child. They do not have the right to information about other children attending the Club. The Club will only discuss information about a child with *their* Parents/Carers.

*Note: A copy of all policies referred to are available on request from the school office or on the school website: [www.haddenham-st-marys.bucks.sch.uk](http://www.haddenham-st-marys.bucks.sch.uk)*