

# PINNER WOOD SCHOOL

## BEFORE AND AFTER SCHOOL CLUB POLICY



**Approval Authority:**

**Effective From:** September 2022

**Date Ratified by GB:**

**Next Review Date:** September 2023

**Signed by Chair of GB:**

# Before & After School Club Policy



Pinner Wood School

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## Introduction

The Den before and after school club is run by Pinner Wood School and exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 7.30am – 8.40am and from 3.05pm – 5.45pm term time, and current costs for each session can be obtained from Mrs. Lucy Terry in the School Office. A copy of this policy is provided for all parents of children attending Club and is also available on the school website.

The Before and After School Club is split over 2 rooms:

- The Burrow - 40 pupils from Rec – Year 2 will meet in the Oak Room next to the lower hall (formally The Den)
- The Den - 30 pupils from Year 3-6 will meet in the Practical Area on the first floor, next to the music room

***All parents must sign an agreement to adhere to the terms of this policy prior to first session.***

## Admissions

- Only children attending Pinner Wood School are eligible to attend Club.
- Children (attending Pinner Wood) of staff (working at Pinner Wood) are given priority as this supports our recruitment and retention policy.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive an emailed copy of this policy and this policy is available to view via our school website.
- Non-contracted pupils are welcome to use the club provided there are spaces and parents/carers have previously completed the registration process and made payment for the session.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

## **Drop Off and Pick Up Procedure for the Breakfast and After School Club**

### **Breakfast Club**

- Breakfast club opens at 7.30am
- When arriving please select “The Burrow” from the drop-down list on the buzzer at the gate.
- The gate will be released and you will be able to bring your child to the Burrow door in the year 5/6 via the footpath adjacent the car park – **DO NOT** walk across the car park!
- When you reach the door a member of staff will meet your child Burrow.
- Do not enter the school – If a member of staff is not visible immediately, please allow them a couple of minutes to get to you.
- Once your child has gone into the building, please leave via the footpath adjacent to the car park
- Children must arrive before 8.30am.
- Children in Rec – Yr2 will be taken to class by breakfast club staff

All children attending breakfast club are offered breakfast, if they do not want it the staff will not force them to eat anything.

### **After School Club**

- Children in Reception to Year 2 will be accompanied to after school club from their class at the end of the school day. Children from Year 3-6 will make their own way straight to the Practical Area where a register is completed.
- If for any reason your child will not be attending the after-school club on a specific day e.g., they are absent or you are collecting them at the end of the school day you must notify us in writing before 2.30pm via the office email [office@pinnerwood.co.uk](mailto:office@pinnerwood.co.uk) to avoid staff looking for missing children
- Children can be collected from 3.30pm onwards, this allows time for the children not attending after school club to be collected and leave the premises. Please be aware that after school activity clubs will be running until 4.15pm, where possible we would ask you to collect your child after this time.
- Please collect your child by 5.45pm if possible. If you are unable to collect your child by 5.45pm please send an email to [theden@pinnerwood.co.uk](mailto:theden@pinnerwood.co.uk) to ensure that we are aware of your situation. All children **MUST** be collected before 6pm.
- When arriving please select either “The Den” or “The Burrow” from the options on the buzzer at the gate. **Please note:** after 5.30pm Monday to Thursday and from 3.05pm on a Friday, all children will be in the Burrow.
- Once the gate is released, please collect your child from the relevant door. (Burrow, Oak Room Yr5/6 playground, The Den, external stairs in Yr3/4 playground) After 5.30pm all children will be in the Oak room.

The club staff will take a register of all children expected in club and will liaise with the class teacher/school office to determine any reason a child is not accounted for.

### **Important**

It is vital that parents inform the school if their child is going to be absent from Club by 2.30pm on the day via the school office email, [office@pinnerwood.co.uk](mailto:office@pinnerwood.co.uk) .

## Daily Routine

### Morning session

- 7.30am – 8.30am - parents bring their children to Before School Club situated in The Oak Room where a range of activities are set out.
- 8.00am - children wishing to have breakfast wash their hands ready to enjoy breakfast. **Please note:** if you want your child to eat breakfast, please ensure that they arrive before 8.25am.
- 8.30am - tidy up time encouraging the children to take responsibility for The Den / The Burrow environment.
- 8.40am children collect their coats and bags. Reception and Key Stage 1 children are escorted to their classroom and Key Stage 2 pupils walk to class, where they meet up with an adult and the rest of the children awaiting the start of school.

### Afternoon session

- 3.05pm – 3.15pm - children go to club.
- 3.15pm – 4.00pm - The Den AND The Burrow children will be offered a drink and piece of fruit; staff members will sit with the children at this time. Children can then choose from a range of play and planned activities, both indoors and outdoors when the weather permits.
- 4.15pm – The children will be offered a light snack at this time.
- Continue with planned activities or free choice
- 5.30pm – all children that remain on site move to The Burrow to be collected. If you are collecting your child after 5.30pm please collect from The Burrow door in the year 5/6 playground.

## Behaviour

The children in the club will follow the Pinner Wood agreed policy for behavior. Pupils will be expected to follow the Golden Rules. These are on display in both clubs.

The Pinner Wood Values will be reflected in the expected behaviour of all people in the club.

Further information can be found in our Behaviour Policy.

### Whilst attending Club children are expected to:

- Follow the Pinner Wood Golden Rules
- Demonstrate the Pinner Wood Values
- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time

### Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards.
- Informing parents about individual achievements.
- Den awards given out during Friday's whole school assembly for exceptional accomplishments.

### **Dealing with inappropriate behaviour:**

- Inappropriate behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
- If necessary, the club staff will consult with the Senior Leadership Team to establish a clear behaviour plan.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer and a member of the School's Leadership team will be involved.

### **Fire**

#### **ACTION WHEN THE FIRE ALARM SOUNDS:**

- All children will be escorted by the staff to the nearest fire point.
- Club staff will check the toilets and additional rooms to ensure all children are out.
- Close windows and doors behind you
- Go immediately to the assembly area
- The club staff will take a register to ensure all children are accounted for.
- Do not re-enter the building until the all-clear is given
- The site manager is on site for all club hours so will give directions throughout this procedure.
- Club children will practise this procedure termly.

### **First Aid**

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of The Den / The Burrow staff.
- Accident records must give details of: time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.

If a child becomes unwell during club parents will be contacted immediately. If a child is sent home during school hours, on a day they are expected at after school club, please mention this to the office when collecting your child so that the relevant staff are made aware.

### **Missing or Uncollected children**

#### **Missing children**

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child.
- Club Manager (Deputy Manager in their absence) will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.

Therefore, to avoid any undue concern please ensure that you notify the school via the school office email [office@pinnerwood.co.uk](mailto:office@pinnerwood.co.uk) before 2.30pm on the day. This is especially important if your child usually walks home alone.

### **Uncollected children**

If a child has not been collected by 5.45pm (6.00pm with prior agreement) parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after 30 minutes, the police and Social Services will be informed.

**A charge will be levied for late collection. A fee will be applied for late collection from 6.00pm onwards at £10 per 15 minutes per child. This charge will be show on your ParentPay account.**

**If your child is picked up late more than 3 times without good reason or informing us you risk losing your child's space.**

### **Payment of Fees**

It is a requirement of the club that parents pay their fees promptly in accordance with the payment deadline. Fees are to be paid in advance, and payment is due for all contracted sessions even if your child is unable to attend their booked session.

If a parent is having trouble with payment of their fees, they should contact Mrs. Terry in the office via email at [theden@pinnerwood.co.uk](mailto:theden@pinnerwood.co.uk) as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

All fees must be paid on ParentPay or via childcare vouchers.

### **Procedures for payment of fees**

- A letter will be sent at the start of each half term advising you of the cost for the current half term.
- ParentPay will show separate payment items for the breakfast and after school clubs.
- Payment should be made by the due date stated in the letter which is provided with your invoice. Please ensure you check your ParentPay regularly and notify school as soon as possible should you have any queries.
- Payments can be made by ParentPay or childcare voucher.
- A receipt will be emailed from ParentPay once payment has been made.
- If you require a receipt of payment via childcare vouchers, please request this via email [theden@pinnerwood.co.uk](mailto:theden@pinnerwood.co.uk) and a receipt will be issued once payment is received and displayed in the school bank account.
- If you are making payment via the Government Tax Free childcare vouchers, please be aware that the school does not receive notification of this via the Government it is important that you email the school with full details of the payment made. Please include your child's name, payment reference number and date of payment and total amount the school should receive.
- If payment is not received by the due date, a late payment fee of £20 will be added to your account this may result in a parent losing their childcare place.
- Half a term's notice must be given to reduce the number of sessions your child attends at The Den / The Burrow.
- Half a term's notice must be given to resign your child's place.

## **Safeguarding**

Pinner Wood School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All Den staff are trained in safeguarding and child protection and this is updated regularly.

We have several policies and procedures in place that contribute to our safeguarding commitment, including our Safeguarding Policy which can be viewed on our website.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents or carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

## **Contacting Staff**

We hope that you are happy with the service we provide at The Den. In most cases, we find that through our many lines of communication and very clear policies, all messages are relayed and there is little need to see us. However, we understand that from time to time, issues can occur.

We pride ourselves on our '**Open Door Policy**' which means that we aim to be available as soon as practically possible to discuss any issues. We aim to get any matters dealt with quickly and efficiently, so that they can be effectively resolved.

We hope to deal with any problems before they have done the rounds of What's App –as experience tells us that this can heighten problems and not always be a helpful solution!

## **Our Procedure:**

### **Contacting Staff**

The first port of call should always be with The Den Staff. Staff are around at pick up and drop off and are happy to pass on any messages or relay any information.

### **The Den Managers**

Your next line of contact is The Den Manager or Deputy Managers. This can be done during club hours or if they are not available a message can be left and they will get back to you.

Please note it is not always possible for staff to speak to you on the door. In this case they will aim to get back to you at the earliest convenience.

For administration, fees, and absence information you can contact the school office and speak to Mrs Lucy Terry (The Den Administrator).

If you cannot be at school, you can always e-mail [theden@pinnerwood.co.uk](mailto:theden@pinnerwood.co.uk).

### **Senior Leadership**

We would hope that The Den team can solve any issues but if you feel they are not resolved, you can contact our management team. To make an appointment please either contact the office (via phone, email or in person) or let us know; again, we will try and see you as soon as possible. Please note some points in the term are busier than others and there may be a short wait.

## **Governors**

In very rare situations, you may have been through all these stages and if the issue is still not resolved, then you can contact our Governors. If needed, we will tell you how you can go about this but we always hope we can resolve things in school first.

**The Den operates in accordance with the policies of Pinner Wood School. These can be found on our website or can be requested from The Den or office staff.**

### **Useful Policies include:**

- Safeguarding policy
- Equal opportunities policy
- Health and Safety policy

### **Staff List**

<b><u>Position</u></b>	<b><u>Name</u></b>	<b><u>Session</u></b>	<b><u>Room</u></b>
Manager	Miss Sharifa Abubarkar	ASC	Den
Deputy Manager – EYFS Coordinator	Mrs Melinda Iakab	ASC	Burrow
Deputy Manager – EYFS Coordinator	Mrs Agneta Marsh	BC	Den
Play Leader	Mrs Cheryl Shaw	BC	Burrow
Play Leader	Miss Shehide Hergaja	BC & ASC	Den
Play Leader	Mrs Fathia Korchi	BC & ASC	Burrow and Den
Play Leader	Miss Kellie Dring	ASC	Burrow
Play Leader	Mrs Smita Chudasama	ASC	Burrow
Play Leader	Mrs Sarah Amir	ASC	Burrow
Play Leader	Mrs Varsha Patel	ASC	Burrow

BC = Breakfast Club

ASC = After School Club