

***Oldswinford
Church of England
Primary School***



***Before and After School
Club Policy and Parental
Guidelines***

***Approved by the Governing Body:
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SECTION ONE

Context

Oldswinford Church of England Primary School (OCEPS) is a voluntary controlled primary school within the diocese of Worcester. We are a much larger than average primary school averaging 420 pupils on roll. Children from Reception to Year 6 are taught in two classes in each year group. OCEPS is a popular school which is consistently over-subscribed.

"The pupils are polite, courteous, confident, articulate and keen to do their best. Children feel safe in school, and have great confidence in their teachers and other adults in school to help with any problems they have." Ofsted January 2018.

Vision, Values & Ethos

We fully embrace our distinctive church school ethos and wholeheartedly promote the whole child and the fullness of life, as set out in our ethos, vision and values:

'Believe, achieve and shine brighter together'

At Oldswinford Church of England Primary School we believe that there is a light which shines within each of us – a light that has been given to us by God, which we should use to help us achieve great things.

We believe it is our job to help that light to shine in all that we do and all that we try to do.

Believe

'Everything is possible for one who believes'

Mark 9:23

As a Church of England school we offer all children an invitation into the Christian faith, a chance for them to develop spiritually as well as intellectually, socially and morally. We want children to believe in their own abilities, to persevere when things are tough and we encourage them to aim high and follow their dreams.

We want them to have the confidence to stand up to injustices and to make wise choices.

Achieve

'Whatever you do, work at it with all your heart' Colossians 3:23

We have high aspirations for all our learners and believe that every child should have the chance to reach their potential. We recognise that achievements come in many guises and we look to celebrate each child's individual talents. We want to ensure our children are prepared for the next steps in their learning journey and they have all the skills they need to flourish and be happy.

Shine brighter together

'Let your light shine for others, so they may see your good works'

Matthew 5:16

We believe that we all belong to one big family and each of us has a special part to play. We understand the need for our children to be responsible citizens especially when caring about our world and the people around us. As individuals we are unique and special but together, with God, we can be exceptional.

Our vision and 7 key Christian values of love, respect, trust, courage, forgiveness, generosity and joy enable us to 'believe, achieve and shine brighter together'.

Rationale:

The Government states that all schools will need to provide an extended day for all pupils. Oldswinford CE 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.

Purpose & Principles:

The safety of pupils is our priority whilst they are in our care at school. Oldswinford CE Primary School is committed 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.

Aims of the Policy:

The Before and After School Clubs provide wrap-around care for pupils at Oldswinford CE Primary School. It aims to:

- Support working parents by providing before and after school child-care from 7:45am until 8:45am and from 3:30pm to 6:00pm respectively. (Times will vary during periods that staggered starts and ends are in operation due to Covid pandemic restrictions)
- Provide planned activities
- Offer the children breakfast each morning and a light snack at the end of the school day in a safe and friendly environment.

Equality, Diversity & Inclusion:

We believe that the broad principles in this policy should be applied equally to all pupils, regardless of ability, gender, race or culture, including those with special educational needs.

Roles and Responsibilities

Mrs E Game (Headteacher) and the Board of Governors has responsibility for running Oldswinford CE Primary School Before and After School Clubs.

Should you have any queries regarding the running of these clubs then please contact a member of staff.

Policy Review

This policy will be reviewed every 3 years.

SECTION 2

General Information

Oldswinford Before and After School Club will provide a friendly, safe environment with qualified and experienced staff who will maintain a high standard of care for all that attend.

Oldswinford Before and After School Club is responsible to Mrs Game, Mrs Seker, Mrs Wooldridge and the governors of Oldswinford Church of England Primary School.

Aims and Objectives

- To provide out of school care in a safe, secure environment for the children of working parents.
- To provide a variety of stimulating and exciting play opportunities for the children in a group situation.

Parent Information

Our out of hours clubs are held mainly in the Outdoor Classroom with Lower Hall being used if our numbers are full, and access to the lower playground and field when the weather is good.

When you drop your children at school please bring them to the field gate and press the buzzer. Someone from the club will buzz you in and you should then make your way down to the Lower Hall fire exit door, a member of staff will ask you to sign your child in. If your child attends our before or after school clubs then a member of staff will take your child to their classroom in the morning and they will be collected by a member of staff just before 3.30pm.

To collect your child, come to the field gate and press the buzzer, a member of staff will buzz you in and then you should make your way down to the Lower Hall fire exit door. Before you go a member of staff will report any news they have and you will also need to sign your children out.

Your child will only be able to go if they are picked up by you or someone you have told us about. We will also require a password if an adult who we don't know comes to collect your child/ren. You will be asked to set your password via a form sent out on Parentmail.

If you need to contact the Oldswinford Before and After School Club a member of staff can be reached on 01384 818790 between 8.30-4.30, Monday to Friday and on the club's mobile phone before and after these times. Please ask to speak to a member of Oldswinford Before and After School Club staff.

Opening Hours

Before and after school club

The before school club is open from 7.45am-8.45am

The after school club is open from 3.30pm-6.00pm

Times will vary during periods that staggered starts and ends are in operation due to Covid pandemic restrictions.

The club runs from Monday to Friday but will be closed when the school is closed i.e. holidays, staff training days and voting days.

Holiday club

We don't currently have any plans to offer holiday clubs, but this will be reviewed dependant on demand.

Cost and Payment

Before school club - £5.25

After school Club - £10.50

Payments should be made via the Parentmail App. Failure to do this may result in loss of your child's place. If you pay fully or in part with childcare vouchers then you should allocate Oldswinford CE Primary School as your childcare provider and when payments are made the balance on your parentmail account will be adjusted by school office staff.

'As and when' places will be dependent on whether spaces are available on the day in question. Payment can then be made when the place is booked. These places can only be booked through the school office, payment must be made before they can attend.

Routine

During Breakfast Club children arrive and are free to choose from the activities in the room. Breakfast is served from 8.15am onwards.

The afternoon routine involves an initial registration and coming together. The children are told what activities are on offer and choose what they want to do. There will be an allocated time for a snack, this is usually around 4.15pm. There is also time for children to do any homework they have.

Resources and Equipment

Equipment and resources will be chosen to give children a stimulating, enjoyable and varied experience. The equipment is suited to all ages of children. All furniture, equipment and toys adhere to British standards and undergo regular checks.

Staffing

All staff at Oldswinford Before and After School Club have been through a rigorous selection process and have been chosen because of the excellent qualities they possess. The staff are experienced, friendly and have an enthusiastic approach in providing the best childcare possible.

Staff are fully qualified and have basic food hygiene certificates. There will always be at least one member of staff on duty who has First Aid training. All members have undergone all pre-employment safeguarding checks. In addition to this a Designated Safeguarding Lead (DSL) will always be available.

Records of Information

To ensure the safety of all children and staff a variety of records are kept. The records will be kept in a secure place where they can be easily updated and secured. The permanent staff working in the club will have access to these records, as will members of the school's senior leadership team, management committee and the individual parents of the children. Appropriate records will be kept in order to report back to parents on a day-to-day or weekly basis on aspects which directly concern the individual children.

Admissions Policy

Initial Admission Process

The Governing Body of the school is responsible for the admissions to the Before and After School Clubs. Parents do not have a statutory right to appeal to an independent panel in relation to Club admissions so it is essential that all admission decisions can be justified by reference to the criteria outlined in this policy.

Priority will be given to all children who already attend Fielders Before and After School Club. After all of these children have been allocated places, places will be allocated on a first come, first served basis.

The school will hold a waiting list of applicants that have been unsuccessful. These will be listed in rank order in relation to the criteria below. Should places become available during term time then places will be offered in accordance with the child's position on the waiting list. In the event of a tie break the selection will be by open draw.

Admission Criteria

Governors will consider applications in accordance with the following criteria:

1. All children of single working parents and carers requiring full time care on a regular basis for three or more days per week.
2. All children of working parents and carers requiring full time care on a regular basis for three or more days per week.
3. All children whose parents require care arrangements regularly on one or two days each week.
4. Other children at Oldswinford CE Primary School. Children from Year R to Year 6, who attend Oldswinford CE Primary School, are eligible to attend these clubs.

Child Protection Policy

We have a Child Protection and Safeguarding Policy and all members of staff will have training in this field.

For our full policy see the school website.

Medical Policy

All medication condition records already held in school will be made available to club staff. If your child is poorly and comes to the club the manager will have the final say as to whether they can still attend.

If your child is well enough to attend and has medicine to take the staff will be happy to administer the medicine with written consent. Children in reception will only be able to medicine prescribed by a doctor. The staff can give you the appropriate forms to fill in.

For our full in depth policy see the school website.

Equality Opportunity Policy

Oldswinford Before and After School Club believes that all children have equal rights and access to the club regardless of gender, race, culture, religion or ability. As a club all members of staff promote these things.

For our full policy see the school website.

Health and Safety

The children are secure in the building, which has controlled access through an electronic door lock and intercom system. The club has the use of the schools phone and can be contacted on the school number or via the club mobile.

If your child has a minor accident at the club it will be dealt with by the first aider and recorded on Medical Tracker and a notification sent to parents/carers via email. If a more serious accident occurs an ambulance

will be called your child will go to hospital with a member of staff. You will be contacted immediately and expected to meet at school (if time) or at the hospital.

All equipment is checked and cleaned on a regular basis.

For our full policy see the school website.

Food

Appropriate snacks will be available throughout the sessions.

This may consist of toast, cereal, milk and juice for breakfast and sandwiches, fruit and biscuits/cakes may be available during the afternoon.

Dietary needs will be met for individual children on consultation with their parents. All dietary requirements and food allergy records already held in school will be made available to club staff.

No Smoking Policy

Oldswinford Before and After School Club operates a non-smoking policy in the club building and on school premises.

For our full policy see the school website.

Behaviour Policy

It is important that children are praised and encouraged for good behaviour we will be using the same system as Oldswinford Church of England Primary School, e.g.: stickers and Dojo points.

Just as it is important to praise good behaviour we feel it is important to stop inappropriate behaviour. Parents will be made aware of any more serious incidents.

For our full policy see the school website.

Bullying

At Oldswinford Before and After School Club bullying will not be tolerated. Any incidents will be dealt with quickly and parents informed; and could result in children being asked to leave the club.

Guidelines for lost children

In the extremely rare event of lost children their parents will be contacted and police if necessary.

Late and non-collection of children

The club closes at 6.00 all children must be collected by this time. If parents are 5 minutes late no extra charge will be made, however for every additional 5 minutes they are late a £5 fine will be added. Staff will try to contact the parents at 6pm and will continue to do so for up to 1 hour. If after 1 hour no contact has been made then social services will be contacted.

Complaints and Comments Procedure

Comments are always welcome within the club. All comments are dealt with confidentially, sensitively and effectively.

Please talk to any of the staff on duty.

If a parent is unhappy with any situation within the club they have the right to make an informal or formal complaint. See the manager in the first instance, then proceed to the management committee if you are still unhappy.

We know your children will have a very happy time at our Out of School clubs.

Thankyou for your support.