



HAWKESLEY CHURCH PRIMARY ACADEMY

Before and After School Policy

“Let your light shine” Matthew 5:16

The before and after school clubs exist 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, within our ethos of ‘Treat others the way you want to be treated’. The club will be run by staff from the school, and led by Miss Price and Corporal Tom. The breakfast club operates from 8.00– 8.45am during term time. The after school clubs operate on a rotation basis between year groups across the school from 3.30pm – 4.15 during term time.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

Only children attending Hawkesley Church Primary Academy are eligible to attend.

All places are subject to availability.

The registration process must be completed prior to the child’s commencement at the club.

This policy is available to view via our school website.

Non contracted pupils are welcomed to use the club provided there are spaces and parents/carers have previously completed a consent form

All club staff are made aware of the details of a new child.

Children’s attendance is recorded in a register.

Arrival and Departure

Before School Club

Parents/Carers are required to bring their child directly to school office. Children will be escorted to the hall where the club takes place. Children will be escorted to their classrooms at 8:45.

After school club

Key Stage 1: The member of staff leading the club will collect children from their classroom at the end of the school day

Key Stage 2: Children will meet the member of staff leading the club at the pre-agreed classroom where the club will take place.

The member of staff leading the club will take a register at the start of the club.

Departure

The member of staff leading the club will take all children to the main school office where parents/carers will collect their child. If a child has permission to walk home on their own.

Daily Routine

Breakfast Club

Parents bring their children to Before School Club situated in the hall where a range of activities are set out.

8.00am children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.

8.35am tidy up time encouraging the children to take responsibility for the environment.

8.40am children collect their coats and bags. Children are escorted to their appropriate classroom where they meet up with the rest of the children awaiting the start of school.

After School Clubs

(KS1)

3:20 Staff member collects children from their classroom and takes a register

3:25 The club takes place in designated classroom/playground

4:05 Children tidy up and pack away

4:15 Children are taken to the school office and dismissed when a parent/carer arrives to collect them

(KS2)

3:30 Staff member collects children from their classroom and takes a register

3:25 The club takes place in designated classroom/playground

4:05 Children tidy up and pack away

4:15 Children are taken to the school office and dismissed when a parent/carer arrives to collect them

First Aid

The school first aid and administration of medication policy applies at all times. Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, the school office will inform the Club of their absence.

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 supervisor 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.

Uncollected children

If a child has not been collected by 4.30pm parents will be contacted in the first instance by telephone. A senior leader on site will be alerted if the child is not collected and they shall contact parents.

Related Whole School Policies:

The before and after school club is an extension of the school, so all school policies apply to the running of this provision.

Of particular note are:

- Safeguarding and Child protection policy
- Equal opportunities policy
- Health and Safety policy
- First aid and administration of medicines
- Online safety policy.

Review Date: Sept 2023