



Willaston Primary Academy

Before & After School

Policy

The Premises Management Procedures in respect of Willaston School has been discussed and adopted by the Governing Board

Chair of Governing Board: Toni Brookshaw

Head Teacher: Joanna Wright

Agreed and ratified by the Governing Board on: 10th March 2025

Review Date: March 2026

Introduction

Our before and after school club(s) are ran by Willaston Primary Academy 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 – 8:45am and from 3:15pm – 6pm term time, and current costs for each session can be obtained from the school office or after school staff. A copy of this policy is provided to all parents attending club and is also available on the website.

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 Willaston Primary Academy School are eligible to attend the club
- 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 a paper copy of this policy, and this policy is also available to view via our school website
- Non-contracted pupils are welcome to use the club provided there are places and parents/carers have previously completed the registration process
- All club staff are made aware of the details of a new child
- Children's attendance is recorded in a register

Arrival & Departure

Before School Club

- Parents/carers are required to bring their child directly to the club and sign them in
- You should enter the club via the main school entrance, the staff will be alerted of your arrival when you press the doorbell situated to the left of the double doors

After School Club – Collection of children

- The staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for

Departure

- When a child is collected at the end of/during a session, they must be signed out by a parent/carer or named collector and the time recorded
- The parent/carer or named collector MUST inform a member of staff that they are collecting and signing out a child
- Parents/carers MUST ensure that any person who may collect their child is listed on the registration form, and that it is kept fully up to date

- Parents MUST inform class staff if their child is going to be absent from club

Daily Routine

Breakfast Club

- 7:30 - 8:40am parents/carers bring their children to breakfast club situated in the main hall area where a range of activities are set out
- 8am, children wishing to have breakfast wash their hands ready to enjoy a selection of breakfast options available
- 8:35am, tidy up time which encourages the children to take responsibility for their own areas and main hall environment
- 8:40am, children collect their belongings. Both infant and junior children are released to their appropriate classrooms awaiting the start of the school day

After School Club

- 3:15 - 3:20pm, children go to the club
- 3:35pm, children can choose from a range of independent play or planned activities both indoors and outdoors
- By 4:30pm, all the 'short stay' children will have been collected by their parents/carers
- 4:30pm, all 'long stay' children wash their hands and get seated ready for their snack
- 5:10pm, children continue to choose from a range of independent play or planned activities indoors
- 6pm, all the 'long stay' children will have been collected by their parents/carers

Behaviour

Whilst attending club children are expected to:

- 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 at the club
- HAVE FUN

Positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- House points
- Informing parents about individual achievements

Dealing with inappropriate behaviour:

- Challenging 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 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.

First Aid

- All accidents/medications will be recorded on the school first aid app, and an email will be sent to the parents to inform of any first aid given
- Accident records must give details of; time, date and nature of accident, details of the child involved, location of the injury, action taken and by whom
- All incidents are dealt with by a qualified first aider

Parents of any child who becomes unwell during club, will be contacted immediately. If a child is sent home during school hours, the club will be informed of their absence.

Missing or Uncollected children

Missing Children

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

- Senior 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 6pm, parents/carers will be contacted in the first instance by telephone. The additional contacts parents/carers have provided will be telephoned in the second instance. If these contacts are unavailable after approximately 1 hour, the police and social services will be informed.

IMPORTANT: A charge will be levied for late collection. A fee will be applied for late collection from 4:35pm/6:05pm onwards at £1 per minute, per child. This charge will be added to the following months invoice.

Cancellation of Sessions

- **Two working days' notice must be given to reduce the number of sessions your child attends at Willaston before & after school club. If notice is not received within the two working days a charge will still apply.**

Payment of fees

It is a requirement of the club that parents/carers pay their fees promptly. Fees are to be paid in advance on School Gateway or by invoice if payment is made by Childcare Vouchers.

The parents/carers signing the club's registration form is known as the 'contracting parent' and is responsible for payment of all fees. If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

Procedures for payment of fees by Invoice

- Where applicable, invoices should be paid by the due date stated on the invoice. Please ensure you check your invoice/statement monthly and notify school as soon as possible should you have any queries
- Payments can be made using childcare vouchers
- An invoice will be issued at the end of every month.
- If payment is not received by the due date, this will result in an administration fee of £10 for every week of non-payment which will be applied to the account. This is to cover the extra administrative work required when payments are late. You may also risk losing the childcare place
- Parents should keep their invoices as proof of payment

Related whole school policies:

- Child protection policy
- Health and safety policy

Willaston Primary Academy Before & After School Club Agreement Form

I _____ parent/carer of _____ have read and accept a copy of the Willaston Primary Academy School club policy, and I agree to abide by the terms.

I accept that I am the 'contracting parent' for the above child and I agree to make the payments to Willaston Primary Academy School before and after school club each month when invoiced. Failure to pay in accordance with the agreement will incur a £10 weekly administration fee.

The sessions in this contract 7:30 – 8:45am and 3:15 – 6pm

Parent Signature _____

Print Name _____

Date _____

Signed _____ on behalf of Willaston Primary Academy before and after school club

Print Name _____ Date _____

Willaston Primary Academy Before & After School Club

Pupil Registration Form

PUPIL PERSONAL INFORMATION

SURNAME:		FORENAME:	
HOME ADDRESS:			
POSTCODE:		TELEPHONE:	

PARENT/CARER INFORMATION

TITLE:		FORENAME:		SURNAME:	
PHONE: Club time					
Mobile					
Home					
Work					

PARENT/CARER INFORMATION

TITLE:		FORENAME:		SURNAME:	
PHONE: Club time					
Mobile					
Home					
Work					

OTHER CONTACT INFORMATION – Please provide at least TWO

TITLE:		FORENAME:		SURNAME:	
PHONE: Club time					
Mobile					
Home					
Work					
RELATIONSHIP TO CHILD:					
TITLE:		FORENAME:		SURNAME:	
PHONE: Club time					
Mobile					
Home					

Work	
RELATIONSHIP TO CHILD:	

PUPIL – MEDICAL INFORMATION

DOCTOR'S PRACTICE:		MEDICAL CONDITIONS:	
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Is there a current Health Care Plan in school? (Please circle)

YES / NO

DIETARY INFORMATION

(Please circle)

ALLERGIES / VEG / HALAL

Please specify further information if you have circled any of the above or would like to add any other relevant information:
