



School Care Club Policy

Monitoring/review arrangements	This policy will be reviewed every two years – next review July 2026
Policy reviewed by	Westfield Governing Body
Date	Reviewed July 2024
Approved by Governors	July 2024

About our school care club

We offer before and after school care in a relaxed environment. Children are able to play games, watch TV, socialise with friends and engage in arts and crafts activities. Children also access outdoor space and play equipment. Children are given a drink and a snack in before and after school sessions.

School care club is mostly staffed by teaching assistants known to the children, who are paediatric first aid trained and hold food hygiene certificates.

Policy aims

This policy aims to establish clear systems, routines and expectations for the smooth running of before and after school care. Children's safety is paramount; therefore, this policy works alongside statutory policies:

- Keeping Children Safe in Education
- Safeguarding/Child Protection Policy
- Early Years Foundation Stage (EYFS)
- The Equality Act

School care club is also supported by wider school policies such as:

- Behaviour and Discipline
- Charging and remissions
- Medical needs and first aid
- Health and Safety
- School complaints

Timings

Breakfast Club runs from 7.40am - 8.40am.

After School Club runs from 3.20pm - 5.45pm.

Bookings

Booking forms will be uploaded onto Weduc in blocks. Forms will close on Fridays to enable us to organise staffing a week in advance. Once the form has closed, no amendments can be made and the booking in place will be chargeable, except in exceptional circumstances e.g. a child requiring hospital treatment. Non-payment or the waiving of fees will only be considered in exceptional circumstances and are at the Headteacher's discretion, for example, a child requiring hospital treatment.

Where parents/carers require care on fixed days, a separate form can be completed to submit a block booking. The spaces required will then be reserved each week until further notice. School Care Club require **10 days notice** for any amendments to block bookings.

Prices

School Care Club	Charge per Child – Nursery 3 year olds up to Year 6
7:40am – 8:40am	£4.00 including breakfast of cereal, toast and drink
3:20pm – 5:00pm	£6.00 including toast and a drink
3:20pm – 5:45pm	£8.00 including toast and a drink
	Charge per Child – Seedlings 2 year olds
7:40am – 8:40am	£5.00 per day
3:20pm – 5:45pm	£10.00 per day
Late Collection Charges: School care club closes at 5.45pm. A penalty charge of £15.00 per child will apply after 5.45pm. Cancellation of places with less than 1 week's notice will incur a charge of £4.00 for breakfast club and £6.00 for after school club.	

Drop-off/Collection

Children should be escorted to the school care club entrance accessed via the KS2 gate onto the playground and signed in by the parent/carer. Parking may be available in the staff car park at the back of the school but please be mindful that this can be busy. Children should be supervised at all times and remain on the footpaths whenever possible.

When collecting your child, we ask you to ring the buzzer on the gate on the playground and once inside the building, wait for your child behind the gated area. Parents/carers must sign to say that their child has been collected. It is important to inform us if your child is going to be collected by someone who does not regularly collect or is not known to staff. This can be done by contacting the school office via email or telephone call or via the school care club mobile. Care club staff may contact parents/carers if they are in any doubt.

Behaviour

We follow the school's behaviour policy to ensure that we:

- promote an environment where everyone feels happy, safe and secure;
- recognise behaviours that could escalate to bullying and deal with these incidents swiftly;
- act immediately to stop bullying or further occurrences of such behaviour, If we discover that an act of bullying, cyber bullying or intimidation has taken place;
- use a restorative approach, we encourage pupils to understand the impact that bullying can have on others.

Our school care club rules are the same as our school rules which are:

- Keep myself and others safe
- Be kind and respect others
- Look after our school environment
- Try to the best of my ability
- Always follow instructions

School care club is supervised by members of school staff who know our pupils well and build positive relationships with them. We want children to feel safe and happy in our care and this is also true of the adults who work in school. If a child is not following our school rules then we will utilise strategies to encourage them to do so, e.g. give verbal reminders, give children time out away from others, remove activities if they are not used correctly/safely.

Care club staff will liaise with parents if there has been a concern and we would ask for you to support school care club in speaking with your child and if necessary putting in place an appropriate consequence to ensure the behaviour is not repeated.

Where a child is repeatedly not following school rules, we reserve the right to withdraw a child's place in school care club. This decision will be made by the Headteacher in consultation with school care club staff.

Medical Needs

When a child attends school care club with a medical need, a copy of the child's care plan is shared with staff and their treatment/care will continue before or after school. Staff have appropriate training to support medical needs and if necessary, will be given further training.

Medication in School

Medication can only be given in school with a full prescription label OR is a brand new unopened bottle of Paracetamol/Ibuprofen etc. **All medicine should be brought to the school office in the first instance so that the relevant paperwork can be completed and signed by a member of SLT.** If parents/carers are unable to attend the school office to complete the relevant medication form (for example if their child is attending Breakfast Club), a medication form can be requested by emailing office@westfield.staffs.sch.uk or can be downloaded from the school website under Policies. The completed form should be returned to the **school office** by hand or email. School is only able to accept medication where a medical form has already been completed and returned to the school office. The medical form should **not** be handed in to **School Care Club**.

1:1 Support – Medical Needs/EHCP/Behavioural Needs

We endeavour to meet the needs of individual pupils and liaise closely with parents/carers, outside agencies and school care club staff.

Children attending clubs

Children are able to go to after school club if they have attended a club run by school. They will be taken to school care club by the club leader once their club has finished. Please note that usual after school club charges will still apply and the cost of the club they attend will be in addition to this charge. Children will be able to have their snack on arrival in school care club.

Occasionally, children may be invited to a school event such as a sports competition at short notice and it is therefore not possible for parents/carers to provide the required 10 days' notice to cancel the place. In these circumstances, parents/carers would need to inform school care club before invoices are issued and state that their child was invited to a special event and the charge will be waived.

Emergency contacts

In case of an emergency or if a child is ill and needs to be collected, we will use the details we retain in school to contact parents/carers in order of priority in which they are listed. If these details change or vary throughout the week, please ensure this information is shared with school care club staff or via the school office.