



Wilson's Endowed CE School
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Headteacher: Mr D Newiss BSc (Hons) PGCE

Before and After School Policy Jan 2023
Ofsted registration: 119614

Wilson's Endowed Before and After School Club (B/ASC) 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. It operates from 7.30am to 8.50am and from 3.15 till 6pm in term time. A copy of this policy is provided to all parents of children attending the club and is also available on the school 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. All places are subject to availability.

Times & Costings

Before School Club: 7.30am till 8.50am. £5 per child per day

After School Club: 3.15pm till 6.00pm. £8.25 per child per day

The club is registered for child tax credits and voucher schemes. Payments are made using the Scopay app.

Booking & Payments

Families are requested to book on & pay in advance using the Scopay app/website for their child. Sessions can be booked as far in advance as required. Bookings close at midnight for the following day.

The office manager is responsible for printing the booking sheets the night before and inserting them into the folder for the Breakfast Club and to print them at 3pm for the After School Club.

If a child is not attending clubs through illness, no charge will be made. If a child is booked in and doesn't attend without extenuating circumstances, then the session will still be chargeable. Families can change the booking up to the previous day without incurring charge. Any cancellation after this point is non-refundable. If a parent is experiencing difficulty with payments, please contact the headteacher to discuss this.

Before School Club

Families are required to bring their child into the club and sign them in. Enter the club via the main school office and ring the bell marked After School Club and someone will greet them.

At 8.50am children will be sent to their classrooms.

After School Club Routines

When a child is collected during or at the end of the session they must be signed out by the adult collecting them.

If a child who is not on the register has not been collected by 3.30pm ASC staff must inform office/SLT.

Behaviour Expectations

At the club, children are expected to follow the school ethos and rules. We encourage everyone to be inclusive and have fun. We reward positive behaviour and actively encourage it. Children attending the club are expected to follow the school behaviour policy by:

- Respecting each other
- Choose and participate in a variety of activities
- Ask for help if needed

Staff Expectations:

- Act as positive role models
- Praise positive behaviours, including verbal or sticker rewards
- Inform parents about individual achievement

Dealing with challenging behaviour:

- This will be addressed in a calm, firm and positive manner
- A warning would be given initially, then if necessary the child temporarily removed from that activity



- Staff to explain why the behaviour is inappropriate and encourage mediation to resolve any conflict
- If behaviours continue, help from another member of staff on site will be sought.
- Should the behaviours continue a member of the SLT will contact the parent and arrange a meeting to discuss the behaviours. If the behaviours persist the club reserve the right to exclude the child from the before and after school club.

First Aid, Illness & Accidents

- All first aid will be recorded on the sheets in the office
- Families of a child who becomes unwell during the club will be contacted immediately. (Contact information is held in the office) If a child is sent home during the school day they will be removed from the register.
- At least 1 member of staff is paediatric first aid trained (Emma T – Nov 22)
- First Aid resources are centrally stored in the office
- Staff accidents will be recorded in the accident book by the member of staff with support from Sam/SLT if needed
- In the event of an accident requiring hospital attention, the SLT and emergency contact will be notified immediately – a club staff member will accompany your child to hospital in an ambulance, if necessary.

Medicine Procedures

- Parent's permission must be given in order for a child to be given medication whilst at Before/After School Club.
- If possible, the child's parent will administer medicine, if not possible, medication must be clearly labelled with the child's name and any instructions.
- If medicine is given a note will be made of the child's name, date & time the 'dose' was given and then signed by the person administering the dose (and the parent informed).

Transfer of Children between Over Kellet Playgroup and the Breakfast & After School Club

Regular Bookings:

- Written parental permission for regular arrangements will be sought and a copy held at both the Playgroup and the Club.
- Playgroup will ensure that their documentation includes authorisation for the Club to collect the individual child / children on the pre-appointed days.
- Emergency family contact details will be held at both the Playgroup and the Club.

Occasional Bookings:

- Parents must check Club session availability and their child must be booked into the Club prior to collection from Playgroup.
- The Club will accept the making of a booking as being authorisation to collect a child from the Playgroup.
- Parents must also inform the Playgroup that their child will be collected by the Club.
- Playgroup will only allow collection by the Club if the above have been adhered to.
- Failure to notify the Playgroup will result in them following the non-collection procedures.

Transfer Procedures:

- The Playgroup register will be signed by a member of the Club staff on collection of a child from Playgroup.
- All children will wear hi-viz jackets during the transfer to ensure the safe arrival at the Club or Playgroup.
- Children will be accompanied by staff to the ratio of 1:3

Missing Children

- In the event of a child going missing a member of SLT will be informed immediately – in person or rung (contact numbers in office and in front of procedures folder)
- 1 member of club staff will gather all children into the hall and supervise whilst the other informs staff on site and a search of the school grounds is undertaken. If the child remains missing the emergency services will be contacted.

Uncollected Children

If your child has not been collected by 6pm parents will be contacted by telephone. If no reply then the secondary contacts will be rung. If no contact is made then the headteacher will be contacted. If contact has not been made by 6.30pm then the police and social services will be informed. A charge will be levied for late collection of £5 per 10 minutes beyond 6pm and added to an invoice.

- All efforts should be made to ensure a calm and reassuring environment around the child.
- The staff and child must remain on site until the situation is resolved by the manager or parents.



Food & Drink

- Our club is committed to providing healthy, nutritious and tasty food and drinks for children during our sessions. Staff will make every effort to ensure that food and drink is safely prepared and sensitive to the dietary, religious and cultural requirements of all the children.
- When preparing food and drink, staff will be mindful of the provisions of the hygiene policy so as to ensure that the safety of staff and children is paramount. In addition to these provisions, staff will be careful to ensure both the safety of themselves and children when using sharp or dangerous equipment in food and drink preparation.
- As part of a child's settling in period, the club requires that the parents and carers complete the Registration Form, including information about any special dietary requirements or allergies the child suffers from, along with their food and drink preferences. The manager and staff will ensure that food and drink offered to children takes account of this information so as to safeguard their health, and meet – as far as possible – their particular preferences.
- Healthy Eating: The club recognises the importance of healthy eating and a balanced and nutritious diet. Because of this, the club will endeavour to make a variety of foods available including; a choice of cereals, bread, crumpets, bagels, jams, marmalade and fruit; apples, oranges and bananas.
- The club will not provide sweets for children and will avoid excessive amounts of fatty or sugary foods. The club will provide fresh drinking water, available at all times.

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 policy
- Equal opportunities Policy
- Health and Safety policy
- First Aid and Administration of medicines
- Online Safety Policy.

