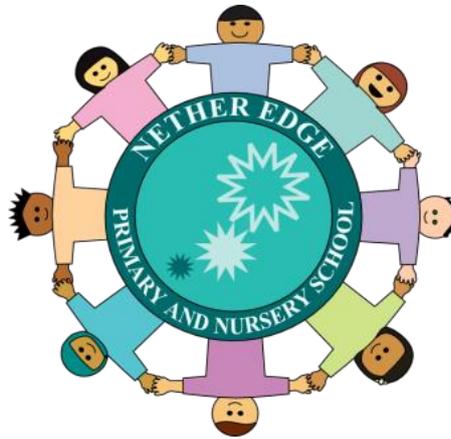


# Nether Edge Primary After School Care Policy

Date Reviewed:	April 2021
Reviewed by:	A Eaton
Reviewal Date:	April 2022



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## Introduction and Offer

At Nether Edge Primary School we recognise there is a need in the area to provide wraparound care to our pupils and their parents. We are proud to be able to offer an after school club (3:15pm – 6pm) for children who attend the school. These wraparound services are available for children aged 4-11.

## Aim

- To provide a welcoming, safe, secure and homely environment for pupils after the school day ends until 6pm.
- To provide outstanding wraparound care at an affordable price for parents.
- To further children's learning in a stimulating and homely environment.
- To provide a stimulating play environment for pupils to explore and extend their understanding of the world.
- To encourage healthy thinking, healthy eating, outdoor learning and physical activities to promote healthy living.

## Staffing

The after school club is run by experienced staff designated specifically to after school care and overseen by the Headteacher of Nether Edge Primary School. All staff have the relevant first aid and safeguarding training.

The ratio of children to staff is 1:15.

All staff hold a current Barring Disclosure Check and are registered on Nether Edge Primary School's single central record.

## Organisation

### After school

At the end of the school day the After School Club staff collect children registered to attend in the school yard. They are escorted to the After School Club area and signed in. Water is provided throughout the session and children booked past 4:15pm will receive a snack.

### Collection

Parents must ensure they collect children before the end of a session they are booked in for. Late pick ups will occur a charge (please read on for further details). When parents arrive they must call the After School Club Number ... where the child will be taken to the main entrance to collect and signed out of the club.

## Booking

### Regular Bookings

Please complete the Regular Sessions Booking Form and return it to [wraparoundcareneeps@merciatrust.co.uk](mailto:wraparoundcareneeps@merciatrust.co.uk). Once your place is confirmed, these will become the contracted hours for each week from that date onwards. To vary the contract by: booking additional ad hoc sessions; cancelling existing sessions; or making ongoing changes to attendance, you can email [wraparoundcareneeps@merciatrust.co.uk](mailto:wraparoundcareneeps@merciatrust.co.uk). **We need a 30 days notice of cancellations**

### Ad Hoc Bookings

We recognise that not everyone will have a regular pattern of attendance and we will always aim to accommodate the needs of those who need to book ad hoc sessions. If you wish to make ad hoc bookings please complete the Ad Hoc Sessions Booking Form and return it to [wraparoundcareneeps@merciatrust.co.uk](mailto:wraparoundcareneeps@merciatrust.co.uk). The team will then confirm your booking. **Cancellations of Ad hoc booking will be on the discretion of the manager dependant on staffing already being arranged.**

All sessions must be paid for in advance. If you need to make changes sooner you will still be charged. Refunds can only be made in exceptional circumstances as provision for staff ratios and snacks are organised in advance. If you have any questions please discuss them with a member of staff or email us.

## Times and Prices From 1<sup>st</sup> September 2020

After school club	3:15pm – 4:15pm	£2.50
	3:15pm – 5pm	£5 including snack
	3:15pm – 6pm	£7.50 including snack

The After School Club is self-sufficient and the attendance fees are designed to cover all costs. This includes staffing, food, equipment and the day to day running costs. It may be necessary to change fees from time to time however parents will be informed as to the reasons why any such increase is deemed necessary.

## Invoicing and Payments

### Cancellation Fees

If you require to cancel your sessions, there is a 30 day notice period. In the event of no school attendance, such as child sickness, the fee is non-refundable. If the school itself closes, for example due to weather conditions or COVID related, then you will not be charged/ issued with a refund. However, if the school remains open and your child does not attend, charges still apply.

### Late Collection from Club Fees

#### *4:15pm Collection*

If you are under 10 minutes late collecting your child from this session you will be charged an additional £2.  
If you are over 10 minutes late collecting your child from this session you will be charged a fee of £2.50.

#### *5pm Collection*

If you are under 10 minutes late collecting your child from this session you will be charged an additional £2.  
If you are over 10 minutes late collecting your child from this session you will be charged a fee of £2.50.

#### *6pm Collection*

If you are late collecting your child from this session by under 15 minutes you will be charged a fee of £5.  
If you are late collecting your child from this session by over 15 minutes you will be charged a fee of £10.  
This is due to staff having to be paid additional hours to stay behind (please note the £10 still does not cover the cost).

### Late Collection from School Fees

If your child does not attend the after school club and you are late collecting them from school by more than 10 minutes, then your child will be placed in the after school club provision. You will be charged for the full session price (e.g £2.50 if collected before 4:15pm, £5 before 5pm, and £7.50 if collected after).

### Invoices and Payment

Invoices will be emailed to parents as close to the 15<sup>th</sup> of the month BEFORE the sessions are booked. Payment is due by the 1<sup>st</sup> of the month (for example, an invoice will be sent on the 15<sup>th</sup> June for sessions booked in July and payment is due by the 1<sup>st</sup> July). Failure to pay any fee on time will lead to your child being unable to attend any sessions. In cases of significant late payments, a fee may also be charged.

## Additional Information

### Fire procedures

Fire drills are carried out in line with the school at least once per term and clear fire procedures are on display within the school.

### First Aid

There will always be a qualified First Aider on site whilst children are present. Any incident will be recorded and reported in the accident book. Parents will be informed of minor injuries on collection. Any injuries where further medical assistance is needed will be dealt with promptly and parents informed as soon as possible.

### Covid procedure

If any children arrive and are displaying any Covid symptoms (high temperature, cough or loss of smell/taste) parents will be informed and asked to collect their child and any siblings. Children will not be able to return until a negative Covid test has been done.

### Insurance

Insurance cover is provided by Mercia Learning Trust through RPA.

### Policies

The club will follow the policies of Nether Edge Primary School in regards to GDPR permissions, administering medicines, behaviour policy, safeguarding policy and anti-bullying policy.

### Health and Safety

It is the responsibility of the staff to clean work surfaces at the end of each session. They will also sweep any obvious debris from the floor and mop any spillages up as they occur. The school's cleaner will mop and vacuum thoroughly each day and clean the toilet facilities.

Where children can safely tidy up they are encouraged to do so. All toys and equipment are continuously checked for wear and tear and any equipment damaged during play is removed immediately. Children are taught to care and respect the equipment and their surroundings and encouraged to play constructively.

Risk assessments are completed for all areas within the provision, including outdoor play, and are updated regularly. All food preparation follows basic food safety requirements, and all staff will be trained to meet these standards. We support a wide range of dietary requirements. Please speak to a member of staff if you have any special requests or if dietary needs change.

### Behaviour

The club follows the same behaviour policy as the school and children are expected to behave as they would in school (see behaviour policy). In circumstances where a child's behaviour is a continuous problem, the parents will be spoken to by the Headteacher and access to the provision may be banned temporarily or permanently depending on the circumstances.

### Complaints

We aim to address all concerns parents or children have quickly and with utmost professionalism. In the event of a parent wishing to make a complaint about provision or staffing, this should be first be brought to the attention of the Headteacher to be resolved. If the problem is still not resolved, all complaints should be addressed to the CEO of the Mercia Learning Trust.

### Contact Details

For more information or to book a place please contact us via email on [wraparoundcareneeps@merciatrust.co.uk](mailto:wraparoundcareneeps@merciatrust.co.uk)