



## **Before and After School Club Policy**

### **VERSION: June 2024**

### **REVIEW: June 2025**

#### **INTRODUCTION**

Based at Donisthorpe Primary School, The Nook is our school run before and after school club. We aim to provide an affordable, safe and nurturing environment for children before the start and end of the school day, promoting positive social interactions and ensuring that children have access to a nutritious breakfast. We aim to provide a secure and relaxed yet stimulating environment, offering a range of activities to children in our care.



The purpose of this policy is to:

- Provide clear guidelines and procedures for the operation of the The Nook before and after school club at Donisthorpe Primary School

This policy should be read alongside our safeguarding, allergies, healthy eating, behaviour, anti-bullying, equality policy and the Symphony Learning Trust health and safety policy and food safety guidance.

#### **ROLES AND RESPONSIBILITIES**

##### **School Leadership Team**

The school leadership team is responsible for:

- Ensuring the effective implementation and management of the The Nook
- Appointing designated staff members to oversee the daily operations of the The Nook
- Monitoring the quality of the breakfast/tea provided and ensuring it meets the nutritional standards outlined in the School Food Standards
- Ensuring the safety and well-being of children attending the The Nook
- Regularly reviewing and updating the policy in line with changes in legislation and best practices

##### **The Nook Club Leader**

The Nook Club Leader is responsible for:

- Planning and organising the daily activities of the The Nook
- Ensuring the smooth running of the The Nook, including registration, supervision, and meal provision
- Communicating with parents and guardians regarding the operation of the The Nook
- Maintaining accurate records of attendance and any incidents that occur during the club

- Liaising with the school leadership team and other staff members to address any issues or concerns
- Supervising children at The Nook
- Promoting positive behaviour and maintaining a safe and inclusive environment
- Assisting with the serving of food and ensuring children have access to nutritious food options

### **Parents and Guardians**

Parents and guardians are responsible for:

- Registering their child for the The Nook and providing accurate contact information
- Informing the school of any dietary requirements or allergies their child may have
- Dropping their children off to a member of staff
- Communicating any concerns or issues regarding the The Nook to the Business Manager or Executive Headteacher.

### **REGISTRATION, BOOKINGS AND PAYMENT**

- Only children attending Donisthorpe Primary School are eligible to attend The Nook.
- To register interest in booking a place, contact [sbmaht@symphonylearningtrust.co.uk](mailto:sbmaht@symphonylearningtrust.co.uk)
- Contact and medical information for children is shared with club staff according to what is held on the pupil record on SIMS.
- Places booked will be repeated every week until the parent notifies the school, in writing, to cancel the whole or part of the booking (1 weeks' notice).
- Once places are booked, fees will be charged even in the event of non-attendance.
- Places may be cancelled in writing (email acceptable) with 1 weeks' notice.
- Places are strictly limited to adhere to safeguarding and Health & Safety policies.
- Children must not attend without having their place confirmed through the booking system or via the School Business Manager.
- Ad-hoc bookings can be made with 1 working days' notice, provided spare places are available.
- Payment is due for each half term **in advance**. Other payment schedules may be considered in agreement with the School Business Manager.
- Ad-hoc bookings should be paid in advance as soon as possible following confirmation.
- Payment must be made online via Magic Booking using a credit or debit card, or by a recognised Childcare Voucher Scheme which the school has registered with.
- Fees must be paid in advance, otherwise places may be withdrawn temporarily or permanently, at the Headteacher's discretion.
- Any payments not received will mean your child will be turned away on drop off.
- Current fees are £6 per child per morning session and covers 7.30am – 8.30am. £12 per child per after school session and covers 3.15pm – 6.00pm.

### **ATTENDANCE AND DROP OFF**

Parents and carers must accompany their children to breakfast club, via the double fire doors near the front of school. Please ring the bell and a member of staff will open the door and will sign your child in. At the end of the breakfast club session, children in EYFS will be taken to their classroom. Other children will make their own way to class.

At the beginning of the after-school club session, children from EYFS to Year 2 will be collected from their classrooms and taken to the club by a member of staff. Children from Year 3 to Year 6 make their own way to the club. A register is taken as children arrive in our care, and a member of staff will sign children out when they are collected.

We expect that your child will normally be collected by the collectors who you have named during the registration process. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child to a person unknown to us without your authorisation, and we will not release your child to anyone under the age of 16.

**The club's session time ends at 6.00pm.** If you are delayed for any reason, please telephone the club mobile to let us know. A late payment fee of £10.00 will be charged at the start of every 15 minutes that a parent is late. This is to ensure any extra staff wages and any other costs incurred are covered. If your child remains uncollected over 30 minutes after the end of the booked session, and you have not notified us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our Uncollected Children Policy which can be found in Appendix 1.

The school car park is only to be used by those with a valid blue badge. No other car park entry will be granted to parents.

There is a strict no vehicular movement on the school site between 8.25am and 9.00am and again between 2.55pm and 3.20pm

### **BEHAVIOUR (CHILDREN)**

Children who attend The Nook are expected to follow the school rules, be ready, be respectful and be safe. These are displayed at the club, to help promote an atmosphere of respect, care, and consideration, for everyone attending.

We encourage appropriate behaviour through praise for good behaviour; emphasis on cooperative play and sharing; talking to children with the courtesy that we expect from them; the use of stickers to celebrate; and engaging children in activities.

The Nook has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or because of additional needs. We try to be flexible to accommodate such cases.

However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the club immediately. In exceptional circumstances, and only when all other attempts at behaviour management have not worked, we reserve the right to permanently exclude a child from the club.

### **BEHAVIOUR (ADULTS)**

We will not tolerate from any person, whether a parent, carer, or visitor: bullying; aggressive, confrontational, or threatening behaviour; or behaviour intended to result in conflict. The Nook is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

### **EQUAL OPPORTUNITIES**

The Nook provides a safe and caring environment, free from discrimination, for everyone in our community, including children with additional needs. We respect the different racial origins, religions, cultures, and languages in a multi-ethnic society, so that each child is valued as an individual, without racial or gender stereotyping. We will challenge inappropriate attitudes and practices and will not tolerate any form of racial harassment.

## **ADDITIONAL NEEDS**

We make every effort to accommodate and welcome any child with additional needs. We will liaise with parents or carers and relevant professionals to fully understand your child's specific requirements. If your child is supported 1:1 in school, please contact a member of SLT before booking a place in The Nook. We will endeavour to accommodate all children; each case will be considered individually and risk-assessed to ensure everyone's safety.

## **HEALTH AND SAFETY**

- The The Nook will operate in accordance with the Health and Safety at Work Act.
- Staff members will receive appropriate training in first aid and emergency procedures.
- Risk assessments will be conducted regularly to identify and address any potential hazards.
- Donisthorpe Primary School catering complies with all relevant guidelines and at least one member of The Nook staff will have completed the relevant Food Safety Awareness training.

## **FOOD AND DRINK**

- The Nook will provide a range of nutritious food options in line with the School Food Standards and our healthy eating policy.
- The menu will be reviewed regularly to ensure a balanced and varied selection of food is available.
- Dietary requirements and allergies will be taken into consideration when planning the menu, in line with our allergies policy.