

Before & After School Club (BnA) Policy

Westley Campus

Approved by:	Full Governing Body
Last reviewed on:	November 2019
Next review due by:	Autumn Term 2022

Document Change History

Version	Date	Change Details
1	05/11/19	1st Issue

This policy is reviewed 3 yearly by the Finance, Audit & Personnel Committee

Introduction (including aim)

BnA Club is the before and after school provision run by Westley Campus. Children aged between 9 and 13 years old, who are registered at the school, can attend. BnA Club is run by Learning Support Assistants (LSA's) with support from a member of the Senior Leadership Team (SLT). The aim of BnA Club is to provide a safe facility which cares for the children outside of the normal school hours.

As BnA Club is run by the school, all school policies are adhered to.

1 Times

1.1 BnA Club will be open from 8.00 – 8.45 am and 3.35 – 5.30 pm Monday to Friday

2 Health and Safety (including Behaviour)

2.1 BnA Club will provide a safe and healthy environment in line with the school's Health and Safety Policy.

2.2 Children will be supervised at all times.

2.3 Children will be expected to behave and behaviour will be managed in line with the school's policy.

2.4 SLT have the right to refuse a child's attendance if they feel their behaviour means they cannot be kept safe.

2.5 BnA Club is accessed through an external door, a bell must be rung to gain access into the school.

2.6 If a child is booked into a session and does not arrive a phone call will be made immediately to the priority parent/carer contact.

2.7 If a child arrives for a session which has not been booked a phone call will be made immediately to the priority parent/carer contact.

3 Staffing

- 3.1 BnA Club will be staffed at a ratio of 1:20
- 3.2 All staff will have completed an “Introduction to Safeguarding” course.

4 Registration & Booking

- 4.1 Any child who wishes to attend BnA Club must have a completed registration form (Appendix 1), which includes contact details of parents and/or carers, emergency contact details and any medical information. This must be completed before a child can attend BnA Club. A copy of this form will be kept securely in BnA Club.
- 4.2 All bookings and payments must be made in advance. A booking form must be completed (Appendix 2). Ad-hoc sessions can be booked, if there is space available for the child.

5 Fees and Payment

- 5.1 All sessions must be paid for in advance (on booking). Payments can be made online via ParentMail, cash or cheque (made payable to Westley Middle School) or by childcare vouchers.
- 5.2 BnA Club fees are as follows:

Morning Session

8.00am – 8.45am £3.50

Afternoon Session

3.35pm – 5.30pm £6.50

- 5.3 All parents / carers will be required to sign a copy of the Terms and Conditions (Appendix 3) with regard to payments.
- 5.4 If a child attends sessions that have not been paid for in advance their account will go into debt. If an account is £30 or more in debt, then the parents / carers will be given 14 days to pay this debt.
 - a) If the debt is not paid, then SLT can make the decision to stop a child from attending BnA Club.

b) If an account is consistently going into debt, then SLT have the right to stop a child from accessing BnA Club.

5.5 If a family are experiencing financial difficulties, or build up a debt, then the school will work with them to develop a suitable payment plan.

6 Medical

6.1 Any medical conditions must be recorded on a child's registration form.

6.2 Staff can only administer life-saving prescribed medicine e.g. inhalers.

6.3 Parents are expected to provide medication to be retained by BnA Club, even if there is medication in school. For the safety of the pupils, staff cannot source medication from elsewhere in the school.

7 Staff Children

7.1 Bury St Edmunds All-Through Trust staff can use the BnA Club free of charge.

8 Contact

8.1 BnA Club can be contacted through the school office during the working day.

8.2 BnA Club can be contacted on 07515 503698 between the hours of 3.35 – 6.00pm, if a parent / carer needs to contact staff to let them know of a change of collection or if they are going to be late.

8.3 The pick-up time for Afternoon Sessions is 5.30pm. If a child is consistently being picked up late, then SLT have the right to stop a child from accessing BnA Club.

9 Safeguarding

9.1 Staff at BnA Club have access to "Record of Concern" forms.

9.2 Staff know how to contact the Designated Safeguarding Lead or an Alternative to inform them of any disclosures.

10 Provision

10.1 We plan our provision to ensure a balance of activities throughout the week. There is always access to creative materials, books, iPads, and board games

10.2 Staff will plan specific activities for children to take part in e.g.

- Projects associated to school work or interests they may have
- Projects can be seasonal or relate to specific events in their lives and involve the use of a myriad of resources to complete
- In so doing this may be paired or group work
- Likewise, homework can be completed with guidance during this time.

Appendix 1 – Registration Form

**BnA Club – Westley Campus
Registration Form**

Child's Name **DOB**

Address

.....

Emergency Contact Details

Please provide all contact details and telephone numbers

Contact 1

Name

Relationship to child

Home Telephone Number

Mobile Telephone Number

Work Telephone Number

Contact 2

Name

Relationship to child

Home Telephone Number

Mobile Telephone Number

Work Telephone Number

Contact 3

Name

Relationship to child

Home Telephone Number

Mobile Telephone Number

Work Telephone Number

Doctor's Name and Address
.....
.....

Doctor's Telephone Number

Medical Details

Please advise us of relevant information regarding your child's health (including hearing or speech difficulties, any medical conditions for example, asthma, epilepsy, allergies etc)

.....
.....
.....
.....
.....
.....
.....
.....

Medication

Please provide details including medication name and dosage. Emergency medication must be held in school at all times e.g. asthma inhalers and severe allergy medication (for example, nut allergy)

.....
.....
.....
.....

I am aware that sessions must be booked and paid for in advance.

Signed Parent / Carer

Name

Date

Appendix 2 – Booking Form

**BnA Club – Westley Campus
Monthly Booking Form**

Sessions must be booked in advance and paid for on booking. One booking form per month.

Child's Name **Class**

Month

Please complete the form below (tick the days and times you would like your child to attend)

Week Commencing	Monday		Tuesday		Wednesday		Thursday		Friday	
	am	pm	am	pm	am	pm	am	pm	am	pm
	£3.50	£6.50	£3.50	£6.50	£3.50	£6.50	£3.50	£6.50	£3.50	£6.50

Payment (please tick to indicate payment method)

	<i>Cash/Cheque enclosed (please make cheques payable to Westley Middle School)</i>
	<i>Online payment via ParentMail</i>
	<i>Childcare Vouchers (if you would like further details on how to set up payments via childcare vouchers, please contact the school finance office on 01284 755144 option 2))</i>

Signed Date

Appendix 3 – Terms and Conditions

**BnA Club – Westley Campus
Terms and Conditions**

Please read the statements below and sign to show your agreement.

- I understand all bookings must be booked and paid for in advance.
- I understand that should my account fall into debt of £30, I will have 14 days to pay any outstanding balance. If the balance is not paid, then my child may not be able to access BnA Club.
- The afternoon session ends at 5.30pm, I will contact BnA club on 07515 503698 if I am going to be late collecting my child. I understand that if I am regularly late, my child may not be able to access BnA Club.

Signed Date

Name (please print)

Name of Child(ren)

.....

.....