

PINNER WOOD SCHOOL

BEFORE AND AFTER SCHOOL CLUB POLICY



Approval Authority:

Effective From: January 2018

Date Ratified by GB:

Next Review Date: January 2020

Signed by Chair of GB:

Before & After School Club Policy



Pinner Wood School

Introduction

The Den before and after school club is run by Pinner Wood School and 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.

The club operates from 7.30am – 8.40am and from 3.05pm - 6.00pm term time, and current costs for each session can be obtained from the School Office or Den staff. A copy of this policy is provided for all parents of children attending Club and is also available on the school website.

The Den is split over 2 rooms:

- The Den - 40 older pupils (The Den Room)
- The Burrow -24 younger pupils (In the Nursery room)

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.

Admissions

- Only children attending Pinner Wood School are eligible to attend Club.
- Children (attending Pinner Wood) of staff (working at Pinner Wood) are given priority as this supports our recruitment and retention policy.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive an emailed copy of this policy and this policy is available to view via our school website.
- Non-contracted pupils are welcome to use the club provided there are spaces and parents/carers have previously completed the registration process.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Arrival and Departure

Before School Club

- Parents/Carers are required to bring their child *directly to club* and sign them in. You should enter the club via the door of The Den / Nursery door. The staff will be alerted to your arrival when you press the doorbell situated by the doors.
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- If parents have children in both clubs then they can agree on one drop off point e.g. The Burrow and the older child walks through the school to The Den.
- Reception and Key Stage 1 children will be escorted to the relevant classrooms at 8.40am by the Den club staff. Older pupils are allowed to go to their classrooms through the school (unaccompanied) and an adult will be waiting for them in the classroom.

After School Club

Collection of KS1 and Reception Children

- Key Stage 1 and Reception pupils will be collected by a member of the Den staff and taken to the After School Club.

Collection of KS2 Children

- Key Stage 2 children will make their own way to The Den.
- Pupils with specific needs may need to be accompanied by an adult.

The club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure

- When a child is collected at the end of or during a session, *they must be signed out by a parent/carer or named collector* and the time recorded.
- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents must inform Club staff if their child is going to be absent from Club by 2.30pm.

Daily Routine

Morning session

- 7.30am – 8.40am - parents bring their children to Before School Club situated in The Den / The Burrow where a range of activities are set out.
- 8.00am - children wishing to have breakfast wash their hands ready to enjoy breakfast.
- 8.30am - tidy up time encouraging the children to take responsibility for The Den / The Burrow environment.
- 8.40am children collect their coats and bags. Reception and Key Stage 1 children are escorted to their classroom and Key Stage 2 pupils walk to class, where they meet up with an adult and the rest of the children awaiting the start of school.

Afternoon session

- 3.05pm – 3.15pm - children go to club.
- 3.15pm – 4.00pm - The Den AND The Burrow children will be offered a drink and biscuit, staff members will sit with the children at this time. Children can then choose from a range of play

and planned activities, both indoors and outdoors.

- 4.15pm – The Den and The Burrow children will be offered a light snack at this time.
- Continue with planned activities or free choice
- 5.30pm – all children that remain on site move to The Den to be collected. If you are collecting your child after 5.30pm please collect from The Den door in the year 5/6 playground.

Behaviour

The children in the club will follow the Pinner Wood agreed policy for behavior. Pupils will be expected to follow the Golden Rules. These are on display in both clubs.

Further information can be found in our Behaviour Policy.

Whilst attending Club children are expected to:

- Follow the Pinner Wood Golden Rules
- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time

Positive behavior is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards.
- Informing parents about individual achievements.
- Den awards given out during Friday's whole school assembly for exceptional accomplishments.

Dealing with inappropriate behaviour:

- Inappropriate behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
- If necessary, the club staff will consult with the Senior Leadership Team to establish a clear behaviour plan.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer and a member of the School's Leadership team will be involved.

Fire

ACTION WHEN THE FIRE ALARM SOUNDS:

- All children will be escorted by the staff to the nearest fire point.
- Club staff will check the toilets and additional rooms to ensure all children are out.
- Close windows and doors behind you
- Go immediately to the assembly area
- The club staff will take a register to ensure all children are accounted for.
- Do not re-enter the building until the all-clear is given
- The site manager is on site for all club hours so will give directions throughout this procedure.
- Club children will practise this procedure termly.

First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of The Den / The Burrow staff.
- Accident records must give details of: time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.

Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, Club will be informed of their absence.

Missing or Uncollected children

Missing children

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child.
- Club Manager (Deputy Manager in their absence) will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.

Uncollected children

If a child has not been collected by 6.00pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, the police and Social Services will be informed.

A charge will be levied for late collection. A fee will be applied for late collection from 6.00pm onwards at £10 per 15 minutes per child. This charge will be added to the following month's invoice.

If your child is picked up late more than 3 times without good reason or informing us you may lose your child's space.

Payment of Fees

It is a requirement of the club that parents pay their fees promptly in accordance with the payment deadline. Fees are to be paid in advance, and payment is due for all contracted sessions even if your child is unable to attend their booked session.

If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

All fees must be paid on ParentPay or via childcare vouchers.

Procedures for payment of fees

- Invoices will be issued half termly in advance in accordance with the payment schedule, this will be provided at the start of each school year.
- Invoices should be paid by the due date stated in the covering letter which is provided with your invoice. Please ensure you check your ParentPay monthly and notify school as soon as possible should you have any queries.
- Payments can be made by ParentPay or childcare voucher.
- A receipt will be emailed from ParentPay once payment has been made.
- A receipt will be issued by the school office when payment of fees is made by childcare vouchers
- If payment is not received by the due date this may result in a parent losing their childcare place.
- Half a term's notice must be given to reduce the number of sessions your child attends at The Den / The Burrow.
- Half a term's notice must be given to resign your child's place.

Safeguarding

Pinner Wood School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All Den staff are trained in safeguarding and child protection and this is updated regularly.

We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Child Protection Policy which can be viewed on our website.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents or carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

Contacting Staff

We hope that you are really happy with the service we provide at The Den. In most cases, we find that through our many lines of communication and very clear policies, all messages are relayed and there is little need to see us. However, we understand that from time to time, issues can occur.

We pride ourselves on our '**Open Door Policy**' which means that we aim to be available as soon as practically possible to discuss any issues. We aim to get any matters dealt with quickly and efficiently, so that they can be effectively resolved.

We hope to deal with any problems before they have done the rounds of What's App –as experience tells us that this can heighten problems and not always be a helpful solution!

Our Procedure:

Contacting Staff

The first port of call should always be with The Den Staff. Staff are around at pick up and drop off and are happy to pass on any messages or relay any information.

The Den Managers

You next line of contact is The Den Manager or Deputy Managers. This can be done during club hours or if they are not available a message can be left and they will get back to you.

For administration, fees and absence information you can contact the school office and speak to Mrs Lucy Terry (The Den Administrator).

If you can't be at school, you can always e-mail theden@pinnerwood.harrow.sch.uk.

Senior Leadership

We would hope that The Den team can solve any issues but if you feel they are not resolved, you can contact our management team. To make an appointment please either contact the office (via phone, email or in person) or let us know; again, we will try and see you as soon as possible. Please note some points in the term are busier than others and there may be a short wait.

Governors

In very rare situations, you may have been through all these stages and if the issue is still not resolved, then you can contact our Governors. If needed, we will tell you how you can go about this but we always hope we can resolve things in school first.

The Den operates in accordance with the policies of Pinner Wood School. These can be found on our website or can be requested from The Den or office staff.

Useful Policies include:

- Safeguarding policy
- Equal opportunities policy
- Health and Safety policy

Staff List

<u>Position</u>	<u>Name</u>	<u>Session</u>
Manager	Mrs Sam Bryden-Johnson	After School Club
Deputy Manager	Mrs Melinda Iakab	After School Club
Supervisor	Mrs Marilyn Bessell	Breakfast Club
Supervisor	Miss Laura Reyes	Breakfast Club
Supervisor	Miss Ambika Sharpling	Breakfast Club
Play Leader	Miss Sharifa Abubarkar	Breakfast Club
Play Leader	Mrs Sharon Guinn	Breakfast Club
Play Leader	Mrs Cheryl Shaw	Breakfast & After School Club
Play Leader	Miss Shehide Hergaja	Breakfast & After School Club
Play Leader	Mrs Fathia Korchi	Breakfast & After School Club
Play Leader	Miss Kellie Dring	After School Club
Play Leader	Mrs Mouna Yamine	After School Club
Play Leader	Mrs Smita Chudasama	After School Club
Play Leader	Mrs Sarah Amir	As & When
Play Leader	Mrs Varsha Patel	As & When