

## Out of Hours Provision (Breakfast and After School Clubs)



**Next review: Autumn 2021**

Bussage Primary School is a Church of England Voluntary Aided Primary School and this policy is written within the context of the Christian faith, practice and values which underpin our ethos, and which are in keeping with our Trust Deed.

Our school's Christian ethos is that all pupils, whatever their ability or talents, are created in the image of God, and are loved equally by him.

Our school's mission is to provide a learning and development environment in which all pupils and staff can make the most of their God given potential and aspire to "be the best that they can be."

Our school vision is built upon the four cornerstones of WISDOM, HOPE, COMMUNITY and DIGNITY.

Statutory	<b>No</b>
Web-Site	Optional
Owner	Headteacher
Principle Author	Headteacher
Committee	Personal Development

<b>Delegation and Review</b>	
Max. Permitted	Not applicable
Determined	Committee
Review	Governors decide
Frequency	Annual

## **Out of Hours Provision**

The Governors have decided that it is in the best interests of the school community that Out of Hours Provision is made for children who attend the school.

There may be times when this provision cannot be made and Governors therefore reserve the right to suspend part or all of the Out of Hours Provision. In such circumstances, as much notice as possible (as dictated by the circumstances) will be given to parents and any fees paid in advance by parents will be refunded in full for any sessions which do not run. The school is not liable for any other consequential losses that parents might experience (e.g. loss of earnings, extra childcare costs) because the school's Out of Hours Provision cannot operate.

The provision of care for pupils before and/or after school by schools is not obligatory. Where it is provided, however, it must, as a minimum, meet all statutory requirements for such provision. Our Out of Hours provision is run by the school and as such is therefore not registered separately with Ofsted and may be inspected by them as part of their regular school inspection process.

More information about these requirements can be found via Ofsted here:

<https://www.gov.uk/government/publications/factsheet-childcare-registering-school-based-provision>

Only children who attend Bussage Church of England (Aided) Primary School can attend the Out of Hours Club(s).

These clubs operate fully within the governance and operational management framework of the school and no part of their service provision may be contracted out to, or run by, a third party who is not employed directly by the school.

## **Responsibilities, Staffing and Operations**

The two clubs may be staffed by different members of staff. For every session of either club however, a suitably qualified and trained individual will be appointed to supervise and will be in charge and responsible for over-seeing all of the club activities and the safety of the children.

The Headteacher is responsible for appointing this supervisor and for ensuring that no club session runs without adequate supervision, staffing and child protection.

All staff (including any volunteers) are employed by the school. The Governing Body is the employer. The Governing Body has delegated organisational and operational responsibility for the Clubs to the Headteacher.

## **School Policies**

All relevant school policies also apply in full to both the Breakfast and After School Clubs. This means, for example, that staff employed only to work in one or more of these clubs are trained to the same standards in Child Protection and Safeguarding and are required to follow the same Staff Code of Conduct as any other (part-time) member of school staff.

## The Clubs

The Out of Hours Clubs provide care for up to a maximum of 24 children who normally attend Bussage Primary School. The club will try to keep a principle of being able to offer places to all families who need it but this will be dependent upon being able to offer a staffing ratio of 1:8 for Under 8s and 1:16 for 8-11s.

The club will always have a minimum of 2 staff present irrespective of numbers.

The clubs only operate during school term times and only on days when the school is open for children to attend (e.g. closed on allocated inset / staff training days).

Our school's Out of Hours Clubs are separated into two distinct operational entities:

**1. Breakfast Club** which operates from 07:45 until start of school. This period is classified as a single hour for charging purposes. Parents will be charged a single fee for this period regardless of how long their child attends.

**Parents are responsible for ensuring the safe arrival of the child and their handover to Breakfast Club staff. Breakfast Club staff are responsible for ensuring that the children in their care are safely transferred to the care of their school class teacher at the start of school.**

**2. After School Club** which operates from the end of the school day (15:15) up until 18:15. This period is three hours for charging purposes. Separate levels of fees may be set for each of these three hours to reflect different levels of demand. Parents will be charged for a full hour for each hour or part thereof that their child attends.

**The child's class teacher is responsible for the safe transfer of the children to the care of the After School Club staff and the After School Club staff for the safe transfer of the children to the care of their parent (or their nominated representative). Parents must collect their children at or before the published After School Club finish time.**

## Safeguarding and Child Protection

The Headteacher MAY decide to appoint a different Designated Safeguarding Lead (DSL) and/or Deputy Designated Safeguarding Lead (DDSL) for one or more of the clubs but retains the responsibility for Child Protection and Safeguarding as for the rest of the school.

Arrangements for Child Protection and Safeguarding are set out in the school's Child Protection and Safeguarding Policy **including details of what action to take in the event of a concern about a child's safety and the contact information for the DSL and DDSL.**

The Designated Safeguarding Lead (DSL) for the Breakfast Club is: THE HEADTEACHER  
The Deputy DSL (DDSL) for the Breakfast Club is: THE DEPUTY HEADTEACHER

The Designated Safeguarding Lead (DSL) for the After School Club is: THE HEADTEACHER  
The Deputy DSL Lead for the After School Club is: THE DEPUTY HEADTEACHER

### **Children with Special Educational and/or Medical Needs**

Will not be prevented from access to the provision unless this is unavoidable for their own safety. Where additional staff support is required there may be additional costs the covering of which will need to be discussed those child's parents.

The school's SENDCO will provide advice and oversight to the Breakfast and After School Club as required. More details about the school's policies on SEND and Supporting Children with Medical Needs can be found in those policies. The details of the SENDCO are set out in the SEND Policy.

### **Places and Admissions**

Places are offered on a first-come first-served basis. When all places have been filled a waiting list will be established until if/when further staffing can be appointed and the club capacity increased (without compromising the staffing ratio), with places on the waiting list being prioritised on the following basis:

1. Siblings of children already attending the club
2. The number of sessions/hours per week required

If a place is available, the parents and child will be welcome to visit the club for an induction.

The child will be able to attend the Club as soon as the completed forms are received.

If no places are available the parent will be informed and the child's name added to the waiting list (see above). As soon as a place becomes available parents will be informed and the registration/booking process followed.

### **Registration**

When an enquiry regarding places is made, parents or carers will be given all the relevant Club information, including:

- This policy which includes information about Fees, Admissions and Registration
- Information regarding current availability of places
- Registration form includes medical details (in addition to the school's medical information) parent contract and also acts as a booking form
- **Complaints** policy

The Registration/Booking Form is at Annex A to this policy.

### **Booking**

Parents must complete the necessary paperwork, i.e. registration/booking form and agree to the Terms and Conditions set out in this Policy before their children can attend the club.

- **Permanent place:**  
Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, one month's notice in writing is required.
- **Temporary booking:**  
We will accept temporary or occasional bookings as long as there are places available. If a temporary place has been booked and is no longer required, the club must be given 24 hours' notice. If notice is not given, the place will still be charged for.

## Policy on Out of Hours Provision (Breakfast and After School Clubs)

### **Fees, Payments and Refunds**

The current fee level(s) are:

Breakfast Club:	£ 5.00 (includes breakfast).	
After School Club:	From 15:15 until 16:15	£5.00
	From 16:15 until 17:15	£5.00
	From 17:15 until 18:15	£5.00

Food, if provided, is charged as a £2.00 supplement per session at After School Club.

- Fees are payable termly (6 times a year) in advance for regular bookings although occasional bookings may pay in advance on a daily rate.
- Fees can be paid by cheque, electronic transfer, Childcare Vouchers or cash.
- Fees are charged for booked sessions whether the child attends or not.
- In the event that the school cancels a club session (which it will only do due to exceptional circumstances fees for that session will be refunded.

### **Setting of Fees**

The Governing Body sets the fees for the Out of Hours Club(s) although fees paid go into school funds and not into Governor funds. Fees will usually be reviewed annually and will normally be adjusted in line with teaching staff pay inflation. Once fee levels have been set for an academic year, they will not be changed during that year. It may be necessary to adjust fees above inflation if, for example, take up of places is not covering operating costs. The normal school budget will not be used to subsidise the clubs except in very exceptional circumstances which will require approval by the Governing Body.

Any questions or concerns about fees should be addressed to the Chair of Governors.

### **Induction**

When children first join one of the clubs they will be allowed to settle in at their own pace. They will be introduced to any staff who they do not already know and, if required, parents may stay with their children during the first two sessions at each club to help them to settle in.

### **Food Provision and Healthy Eating**

The Breakfast Club provides children with an inclusive nutritious breakfast and choice of healthy drink. As a separately charged (optional) provision, the After School Club provides children with a healthy snack and choice of healthy drink.

### **Complaints**

Our aim is that parents should never have cause to complain about our provision but should you feel the need to complain about any aspect of the provision please address your concern in the first instance to the Club staff. If this does not result in your concern being addressed then please use the school's Complaints Policy which is available on the school web-site or from the school office.

**Annex A - Out of Hours Clubs Registration / Booking Form**



**Bussage Church of England (Aided) Primary School**

**Out of Hours Club(s)**

Child's Name \_\_\_\_\_ Class \_\_\_\_\_

I wish my child to attend the Out of Hours Club(s) on the following days/sessions :-

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Breakfast Club	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
After School Club	1 hr	1 hr	1 hr	1 hr	1 hr
	2 hrs	2 hrs	2 hrs	2 hrs	2 hrs
	3 hrs	3 hrs	3 hrs	3 hrs	3 hrs
	with food*	with food*	with food*	with food*	with food*

\* Breakfast Club is inclusive of food. Food is an optional extra at After School Club but not for 1 hr only bookings.

For the period from (Date) \_\_\_\_\_ to (Date) \_\_\_\_\_

I understand I am committing to pay for this booking at the fee levels set out in the school's Out of Hours Provision Policy which I have read. I also agree to the school's policy on Out of Hours Provision which includes the Terms and Conditions (Annex B). **Fees must be paid on or before the dates required.**

**If this is your first booking for the Out of Hours Club(s), or if any of the details you previously given us for Out of Hours provision for your child have changed then please also complete the details below and sign the Terms and Conditions page at Annex B.**

Has your child any food allergies or other dietary requirements? Yes/No

If yes, what are they? \_\_\_\_\_

**Password** (The person collecting your child needs to know it): \_\_\_\_\_

**Please give your emergency contact for these sessions:-**

Name \_\_\_\_\_

Email address: \_\_\_\_\_

Relationship to child \_\_\_\_\_

Mobile \_\_\_\_\_ Landline \_\_\_\_\_

**Signed (Parent/Carer)** \_\_\_\_\_ **Date** \_\_\_\_\_

Please email the completed form to [asc@bussage.gloucs.sch.uk](mailto:asc@bussage.gloucs.sch.uk) or hand in to the school office.

**Annex B - Out of Hours Clubs Terms and Conditions**



**Bussage Church of England (Aided) Primary School**

**Out of Hours Club(s)**

1. All fees for regular sessions must be paid termly in advance through ParentPay or childcare vouchers.
2. A completed registration form must be submitted before a child can be accepted into any club.
3. On receipt of confirmation from the Bussage Primary School that a session has been reserved, liability will exist for the payment of all invoiced fees whether a session is missed or not later required. Bussage Primary School regrets that it is not possible to give refunds except as set out at (4) below.
4. The school will use its best endeavours to ensure that all sessions take place for which there are bookings. However, there may be circumstances, beyond the control of the school, which means that a session or sessions cannot run safely (e.g. Covid-19 restrictions). In such circumstances, the school will provide those with bookings with as much notice of this as possible and full refunds will be given for any pre-paid sessions which do not take place.
5. If the fees have not been received within an acceptable period, Bussage Primary School reserves the right not to admit the child/children concerned to sessions until the fees and any surcharges have been received in full.
6. Six weeks' notice of termination is required in writing should you wish your child to stop attending either or both of the Breakfast and After School Clubs.
7. Any sessions in addition to the regular sessions booked on the registration form must be booked in advance by completing a Single Session Booking Form. These additional sessions must be paid for on or before the day attended.
8. Parents/Carers must notify the school in writing of any changes to the registration form as soon as they occur (in particular, emergency contact numbers).
9. Parents/Carers must let the school know in advance if they are collecting their child/children at the end of the school day and therefore they will not be attending the session booked.
10. Children attending Breakfast and/or After School Club are expected to adhere to the school rules regarding behaviour, use of equipment etc. Consistent breaking of these rules could lead to your child/children being excluded from the club(s).

I have read the policy and these terms and conditions for the Bussage Primary School Out of Hours Provision and I agree to follow its policies and procedures.

Parent/Carer Signature:.....

Print Name:..... Date:.....