

Rascals Breakfast & After School Club Policy



Ryefield Primary School

Introduction

The Rascal Club is run by Ryefield Primary School and exists to provide high quality out of school hour's childcare for our parents. We offer a range of activities including arts, sports, structured ICT activities and an area for homework with support.

The club operates from 7.20am – 8.20am and from 3.00pm – 6.00pm term time only and the current costs for each session can be obtained from the School Office or the School Website. A copy of this policy is available on the School website and can be found on the information board within the Rascals club room.

Admissions

- Only children attending Ryefield Primary School are eligible to attend the club.
- All places are subject to availability.
- All places must be booked via Parent Pay prior to the child attending the club. Bookings must be made before midnight on the Sunday before the week commences of required bookings.
- Parents will be liable to an admin charge if their child has not been booked prior to the session.
- Children's attendance is recorded in a register.

Arrival and Departure

Breakfast Club

- Parents/Carers are required to bring their child directly to the club and sign them in. You should enter the club via the external green gate at the front of the school; the staff will be alerted to your arrival when you press the intercom buzzer on the green gate and greet you.
- Year 5 and Year 6 students who have signed permission (Appendix 2) to walk to school should walk straight to school and report to Breakfast Club and register with a member of staff.
- Children in Reception, KS1 and Year 3 will be escorted to their classes and handed over to the Class Teacher.
- Children in Year 4, 5 and 6 will be released from Breakfast Club and make their own way to their classroom ready for registration.

After School Club

- Children from Reception to Year 3 will be collected from their classrooms by RASCALS Staff.
- Children from Year 4 to 6 will make their own way to the After School Club.

- All children will be registered by a member of staff.
- If your child is attending an extra-curricular club on site they will be signed into RASCALS once their club has finished.
- When collecting at the end of or during a session, the child must be signed out by a parent/carer or named collector and the time recorded on the register.
- Parents/carers must ensure that any person who collects their child is listed on the registration form and that it is kept fully up to date. Failure to do so may result in staff wanting further confirmation that it is safe to hand your child over. (Appendix 1)
- Year 5 and 6 children whose parents wish for them to walk home from the club must complete the permission to walk home form (Appendix 2)

Behaviour

In line with the schools Behaviour Policy; whilst attending the Breakfast and After School Care provisions children are expected to:

- Use socially acceptable behaviour.
- Have respect for all people in the school.
- Ask for help if needed.
- Move quietly around the school from activity to activity.
- Keep voices and behaviour in school at a quiet level.
- Enjoy their time at the club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Informing parents about individual achievements.
- Certificates are awarded and given out to children for individual achievements and accomplishments.

Dealing with inappropriate behaviour:

- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Address the behaviour in a calm, firm and positive manner.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

Following the schools Behaviour Policy; if after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Head Teacher may decide to exclude the child from RASCALS. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- All accidents will be recorded on SIMS and reported to the parent/carer upon collection.
- An injury form must be completed, giving details, nature of accident, treatment given and signed by reporting member of staff, Club Leader and the Parent. (Appendix 3)
- All accidents are dealt with by a qualified First Aider.

Parents of any child who become unwell during the club will be contacted. If a child is sent home during school hours, the club will be informed of their absence by the School Office.

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.
- Senior staff and the club leader will search the inside of the building and delegate an outside search of the building. If the child remains missing, the emergency services will be contacted.
- If out of hours contact will be made via mobile phone to senior staff and the Site Manager will be informed to help with the search.
- Once the situation is in hand and at the appropriate point the Chair of Governors will be contacted.

Uncollected children

If a child is not collected by 6.00pm parents will be contacted in the first instance by telephone. The additional contacts that parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the Police and Social Services will be informed; and we will follow the safeguarding procedures from the London Borough of Hillingdon.

A fee will be applied for late collection on any booked session from 4.30pm/6.00pm onwards at £5.00 for every 5 minutes for each child.

Safeguarding

Our aim is to establish a safe environment in which children can learn and develop. If there are any reports of any safeguarding concerns the club will follow the procedures within the schools safeguarding policy and report to the designated safeguarding lead.

Payment of Fees

All bookings are to be made via Parent Pay and paid for in advance.

For Parents who pay for their child's RASCALS bookings with childcare vouchers;

In order to use childcare vouchers with ParentPay you will need to credit the school from your childcare voucher account in advance of booking your child into RASCALS. Please specify which booking session the vouchers should be credited to (the RASCALS bookings events are listed below). Once your childcare voucher payment has cleared in our bank account, we will then be able to credit your child's ParentPay bookings account. You will then be able to proceed with bookings. **Childcare vouchers can only be used for RASCALS bookings.**

Bookings will be processed on ParentPay regardless of if there is sufficient credit. Therefore if you have not topped up your account it will go into arrears.

There are three separate Events on ParentPay relating to RASCALS Bookings; RASCALS Breakfast, RASCALS 15:00-16:30, RASCALS 15:00-18:00.

Late fees will be invoiced as and when they occur to your child's ParentPay account with the relating session and reason for the charge.

Cancellation

The after school club provision should only be cancelled after discussion with the Head teacher or School Operations Manager. If the school has to close or we take the decision to close due to events or circumstances that are outside of our control, we shall be under no obligation to provide alternative care. We will notify all parents/carers and we will credit all funds.

Parents are responsible for cancelling sessions to avoid admin charges. Please inform the RASCALS Team if your child will not be attending their expected session

If a parent/carer wishes to cancel a session they must contact the School Office at least 12 hours prior to the session for which is booked. If your child will not be attending a session that you have already booked, please contact the school office or notify Rascals through their e-mail address. Otherwise there could be a charge incurred.

Administration Fees

Administration fees will be applied for:

Non/Late Bookings

Late collections

Parents who fail to cancel their child's session in advance may be liable for the cost of the session.

Complaints

All concerns should be made to the Club Leader or directly to the Head teacher. It is always our aim to respond to any complaints within 5 working days.

Related Whole School Policies

- Safeguarding Policy
- Equal Opportunities Policy
- Health and Safety Policy
- Emergency Plan

APPENDICES

Appendix 1



**Nominated Individuals
Authorised to collect your child**

Child's Name:.....

Please provide on the list below the full name of all the individuals authorised to collect your child from our Breakfast and After School club, including parents and carers.

Name	Relationship to the child	Phone Number

Thank you

Regards

Rascals



Permission to walk home from Ryefield Rascals

Dear Parents and Carers,

At Ryefield Rascals we place children's safety at the heart of everything that we do. If you would like your child to walk home from RASCALS after their session has finished please complete the below slip and return to RASCALS.

Please note that this permission slip does not allow them to collect younger siblings.

We will assume that you are bringing and collecting your child if we do not receive the slip below.

Many Thanks

Ryefield Rascals Team

Permission Slip for Children to walk home from Ryefield Rascals

I give permission for my child _____ from _____ class to **walk home from their RASCALS session at school** by themselves.

Parent's signature: _____ Name _____



Friday Movie Night

Childs name.....

Childs class.....

- I give permission for my child to watch a PG rated movie.
- I do not give permission for my child to watch a PG rated movie.

Parents signature.....

** If there are any specific movies that are PG rated that you do not wish your child to watch please list them on the bottom of this form

Policy Reviewed: Autumn 2021

Future Review: Autumn 2022