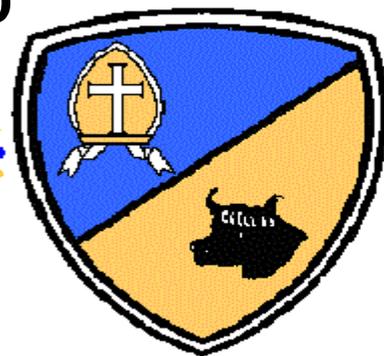


ST. LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL



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Date of Policy: July 2020

Date of Implementation: September 2020

Review: Annually, or as required if sooner

Policy, Terms and Conditions for Wrap-around Before and After School Care Provision – known and operating as St. Luke's 'Safe & Sound Club'

Section 27

St Luke's 'Safe & Sound Club' is governed by the Governing Body of St Luke's Church of England Primary School as a Section 27 provision. ⁱ

Purpose of the Policy

- To describe the provision and delivery of wrap-around before and after school care.
- To outline the financial arrangements and accountability of the provision.
- To define the sustainability of the provision.
- To form part of the terms and conditions of attendance at the provision.

For the purpose of this policy the word 'parent' will encompass all responsible adults with parental responsibility or carers appointed by the parent or social care authority.

Aims

Through our provision we intend to:

- Provide financially sustainable wrap-around before and after school childcare, during school term time, for parents of pupils attending St. Luke's Church of England Primary Schoolⁱⁱ and where occupancy levels allow, other local schools.ⁱⁱⁱ
- Encourage children to develop friendships between age groups and work together cooperatively.
- Provide opportunities for fun, enjoyment and learning through a range of activities in a safe environment.

Hours and Availability

The before and after school care will operate during term time only, as defined by the annual school working pattern published by St. Luke's Church of England Primary School. It is open to all children attending St. Luke's, full time, in years Reception^{iv} to Year 6, as well as those attending other local primary schools. It is also open to Year 7 children attending local high schools.

- AM – Monday to Friday 7:30am to 8:45am (last entry 08:30am)
- PM – Monday to Friday 3:15pm to 6:00pm (latest pick up 6:00pm, £1 per minute per child charge thereafter)

All places are subject to availability based on occupancy/pupil/staff ratios. Priority is given to children attending St. Luke's Church of England Primary School and is on a 'first come first served basis'.

AM Procedure

The following procedure will be managed by the provision's staff each morning:

- Parents can drop off registered children between 07:30am and 08:30am each school day. A register will be kept and children will be provided with a light breakfast. Children attending must be accompanied and signed in by an appropriate adult.
- Reception, KS1 and Year Three children will be escorted to their classroom at the start of the school day.
- Years Four, Five and Six children will make their way to the school playground, once a member of school staff is present, and line up for school registration with the rest of their class.
- A 'walking bus' at 8:40am, operated by a minimum of two members of staff, will escort children attending St Catherine's Catholic Primary School to their school. Where possible this will be across the shared school field. It may sometimes be necessary to escort the children via the public pavement/foot path and in these circumstances all children will be issued with a hi-vis jacket and given safety instructions.

PM Procedure

The following procedure will be managed by the provision's staff each afternoon:

- A register of attendees will be kept, maintained and monitored on arrival and departure.
- Reception, KS1 and Year Three children on the register will be collected from their classroom by a member of the provision's staff at 3:15pm.
- Year Four, Year Five and Year Six children will make their own way to the provision unless there is an identified need for them to be accompanied by an adult.
- A 'walking bus' at 3:15pm, operated by a minimum of two members of staff, will escort children attending St Catherine's Catholic Primary School to the provision. Where possible this will be across the shared school field. It may sometimes be necessary to escort the children via the public pavement/foot path and in these circumstances all children will be issued with a hi-vis jacket and given safety instructions.

- Children can be collected at any time during the opening hours of the provision and a pre-registered adult must sign them out. Two levels of fees will apply:
 - Collection from 3:15pm to 6:00pm.
 - A reduced rate if all booked collections are before 4:15pm.
- Children collected after 6:00pm will be classed as a 'late pick up' and charged an additional £1 per minute per child (for more information please see the late pick up section of this policy).

Admission

For children to attend the provision we require the following:

- Completion of registration forms – forms/contracts are available, on request, from the Safe and Sound Club or school office.
The data collected on the forms is to safeguard your children during both regular activities and emergencies and includes:
 - Emergency contacts of parents/carers – we require a minimum of two contact names and telephone numbers.
 - Password – this is in case you have to send someone unknown to us to collect your child/children.
 - Medical conditions – this is so that we can manage any diagnosed medical conditions and safeguard your child.

Booking Procedures

To book a regular^v place in the provision our requirements are:

- Regular slots should be booked one term in advance, and fees must be paid no less than a week in advance.
- If a regular place needs to be permanently cancelled, a minimum of two full weeks' notice must be given, or fees will still be payable. In the case of family holiday periods during school term time regular fees will still apply to maintain the place.
- If a regular place or pattern needs to be changed or increased, and space is available, this can be done with immediate effect. Where places are not available a waiting list will be created on a first come first served basis.
- One-off places can be booked, if space is available. The provision must be notified of this as soon as possible by telephone and **fees must be paid at the time of booking**. One off places can only be booked by speaking directly to a member of the provision's staff, or in their absence school staff. A one-off place cannot be secured by email or voice mail – this is to ensure the safety and wellbeing of your child. Confirmation of a place will be given verbally.
- Should you no longer wish your child to attend the before or after School club, you must give at least two full weeks' notice in writing.

Payment of Fees and Debt Management

The fee structure at St. Luke's Safe and Sound Club is as follows^{vi}:

- AM – Monday to Friday 7:30am to 8:45am £ 5.50
- PM – Monday to Friday 3:15pm to 6:00pm £10.00
- OR
- PM – Monday to Friday 3:15pm to 4:15pm £5.50 (where all booked sessions are for collections before 4:15pm)

A 50p per session surcharge applies to children using the 'walking bus' from St. Catherine's Primary School.

Payment arrangements are as follows:

- All fees must be paid a minimum of one week in advance.
- Fees can be paid by bank transfer, employee childcare voucher scheme, Government Tax Free Childcare Scheme, cheque or cash.
- If a session has not been paid for in advance, the child will not be able to stay and a member of staff will contact you to arrange immediate collection.

Debt management arrangements follow the Debt Management Policy of St. Luke's Church of England Primary School, which is published on the school website and available on request from the club manager or school business manager.

- If a parent is experiencing difficulty with payment of their fees, they should contact the club manager or school business manager as soon as possible.
- In the unlikely event that there is debt against an account, the school's debt management procedure will be applied and the place will be cancelled until all fees have been paid. The place may be reinstated once all outstanding debts have been cleared and providing a place is still available. This is in agreement with the Headteacher and school Governors.
- The provision falls under the remit of St Luke's Church of England Primary School's Debt Collection Policy.

Registration and Collection

- A register of children attending the provision will be maintained. The registers are filed in the secure Safe & Sound Club office.
- The register is taken at the start of each session.
- When dropping off or collecting children parents/carers are required to sign the drop off/collection register under the supervision of a member of staff.
- The staff carpark can be used before 8.30am or after 3.45pm.

- Parents must collect their children through the main school entrance. Parents are required to use the intercom at the main front door and stand in front of the external camera to make themselves known to staff. They will then be admitted to the school building and are asked not to 'tailgate' the person before them or allow entry to the person behind them.
- If children are in a different location (e.g. ICT suite, playground) a member of staff will arrange for the child/children to be brought to their parent/carer.
- If a parent is unable to collect their child as arranged, they must call the main school telephone number immediately.
- If parents choose to appoint an appropriate adult other than themselves to collect their child then:
 - Where there is more than 24 hours notice the provision staff, or in their absence the school office staff, must be informed by telephone or in writing.
 - Where there is less than 24 hours notice the provision staff, or in their absence the school office staff, must be informed by telephone.
- Each family must provide a password to be used by other adults appointed to collect their child.

Absence

- Regular bookings remain chargeable in the case of child sickness absence and family holidays as staffing is based on regular numbers.
- There will be no charge if a child misses a session due to attending a St Luke's Church of England Primary School residential trip.

Venue

- The provision is based in the school hall. Different activities are carried out in other locations within the school premises.
- If the provision is relocated to a different area because of events and activities taking place in school then signs will be displayed informing parents of the procedure for collecting their children.

Late Collection

- If a child has not been collected by the end of the session, parents will be contacted in the first instance by telephone. The additional contacts parents have been provided will be telephoned in the second instance. If these contacts are unavailable the school's Missing Child Policy will be applied and after approximately 30 minutes, to safeguard the child, the police and Social Care will be informed.
- If a child is picked up after 6:00pm a charge of £1 per child will be applied for every 1 minute beyond the collection time, payable within five working days, or the end of the school half term, whichever comes first.

- The Headteacher will write to parents after the first time the child is collected late to remind them about the policy and to pick up promptly no later than 6:00pm.
- The Headteacher will write to parents after the second time the child is collected late to remind them about arranging for an adult to pick up promptly no later than 6:00pm. The letter will inform parents that their child's place is at risk of being withdrawn.
- If the child continues to be picked up late on more than one occasion within one month of receiving the second letter, then a third letter will be sent to the parent informing them that the child's place has been withdrawn (See appendix 2).

Food Provision

- All children will be provided with a breakfast in the morning and a snack in the evening. With the exception of a 'water bottle' we cannot accept food and refreshments sent in from home.
- Fresh drinking water is available to the children at all times.
- If your child has a diagnosed food allergy or intolerance, it is your responsibility to inform and work with provision staff to ensure your child receives the appropriate food and refreshments. We will require confirmation from your child's Medical Practitioner/Clinician or School Nurse regarding the condition they have been diagnosed with and the appropriate measures to protect them and treat them in an emergency.
- It is a requirement that children with diagnosed food allergies or intolerances will have a healthcare plan to outline their needs. This will be drawn up with parents, provision staff and appropriate clinicians. It is the parents' responsibility to provide emergency rescue medications, such as epi-pens, separate to those provided to the main school.

Activities/ Provision

- A range of age appropriate activities are planned and provided for each session. These may include role-play, creative, reading, cooking, computers/iPads, learning & discovery, outdoor activities, movies as well as an opportunity to complete homework.
- It is possible that, for some activities where additional resources have to be purchased, parents may be asked for a small donation towards costs.

Behaviour

- All children and staff are expected to follow the School's Behaviour and British Values Policies whilst attending the provision.
- The school's Behaviour Policy will be followed. As the before and after school club provision falls outside the school day parents may be asked to remove their child for a fixed period or permanently for disruptive behaviour.

Health & Safety

- Staff comply with all St Luke's Church of England Primary School policies, including Health and Safety, Fire, E-Safety, Safeguarding Policies, Intimate Care, First Aid, Administration of Medicines and related documents to ensure the safety of all children.
- Strict food hygiene standards are maintained through cleaning schedules, stock rotation and regular certified staff training. The provision is regularly inspected by the Food Standards Agency and currently (2020) has a rating of 5/5.
- Food allergies and intolerances are catered for where children have a confirmed medical diagnosis.
- 'Walkie-Talkie's' will be used when staff are working with children in multiple areas of the school building and grounds.
- In case of emergency (such as medical or missing child) a member of the Senior Leadership Team will be informed immediately and appropriate policies and procedures followed.

First Aid

- There will be a qualified first aider on site during sessions.
- All first aid will be administered according to the school's First Aid, Intimate Care, Safeguarding, Health and Safety and other relevant policies appropriate to the particular situation.
- A first aid kit will be taken outside when children participate in outdoor activities. A defibrillator is located in the main school reception area.
- Where a child has prescribed emergency rescue medication, such as an epi-pen or inhaler, parents must provide this to the provision, separate to that already provided to school. This will be kept in an easily accessible but secure place which all staff will be aware of. If children take part in activities off-site the medication will be taken with the responsible member of staff accompanying the child, where appropriate.
- All accidents will be recorded in the Safe and Sound Club accident book and a copy of the record will be given to parents with a verbal description of the incident/accident when collecting their child.
- Parents of any child who becomes unwell during their time at the club will be contacted as soon as possible and asked to collect their child. Parents are asked not to send their child to the club if they are experiencing a high temperature (even if it can be brought down by paracetamol/ibuprofen), new persistent cough, sore throat, nausea that prevents them from eating, or any other infectious childhood disease.
- Staff will refuse admittance and request a parent seeks medical advice if, in their opinion, they feel a child is unwell or poses an infection risk to other children and staff.

- Staff may take the temperature of a child, at any time, using a contactless thermometer. This is to protect the health of the child and the whole school community and to minimise the transmission of infectious diseases.
- All staff will be made aware of the children who have Individual Health Care Plans and what they contain.

Staffing

- All staff will adhere to the St Luke's Church of England Code of Conduct within the staff handbook and all school policies.
- The maximum number of children will not exceed a ratio of 1 adult to 15 children 1:15 (1:8 for children younger than 5).
- All provision staff are DBS (enhanced) checked and attend regular Child Protection training. All staff work in line with the St Luke's Church of England Primary School Child Protection and Safeguarding Policies and related documents. Staff regularly receive clear instructions on how to deal with safeguarding concerns.
- Staffing arrangements are considered to meet the needs of children who have special needs. Additional charges will be applicable when a child's needs have been assessed and can only be met with 1:1 or specialised provision.
- The provision will be led by a Level 3 or higher qualified member of staff. In the event of the Leader being absent, an experienced member of staff will lead the session.

Finance

- The provision will pay St Luke's C E Primary School a fixed amount of rent (reviewed annually) for the use of the school facilities.
- The provision will be asked to contribute to reactive repair and maintenance costs incurred by the school during the financial year.
- Fees will be reviewed on an annual basis, or sooner if influences beyond our control such as UK Government taxation or legislation, significantly increase overhead costs.
- Fees will be calculated on the projected annual cost of running the provision and projected regular attendance. The provision will not be allowed to run at a loss and must remain sustainable to continue running.
- At the end of each financial year, where income exceeds expenditure, the balances will in the first instance be used to fund the statutory commitments and additional equipment and resources for the provision. After this, any surplus balances will be used to support St Luke's C E Primary School.
- The annual budget and accounts for the provision will be monitored and audited by the Local Authority.

Contact

Contact with the provision can be made in the following ways:

Telephone

- 07:30am to 12:00pm and 2:30pm to 6:00pm or during the session: 01942201140 Ext 2
- Out of club hours: 01942201140 (School Office)

Email:

- ssc@admin.saintlukes.wigan.sch.uk Safe and Sound Club Manager
- enquiries@admin.saintlukes.wigan.sch.uk School Office

Copies of policies and further information can be found on our website www.saintlukes.wigan.sch.uk

Ratified by Govs: September 2020

Review Date: Minimum annually, or as required if sooner.

Signed Headteacher:

Signed Chair of Govs:



ⁱ **section 27** community powers – these powers allow **schools** to provide any charitable purpose (such as early **education**) for the benefit of families of pupils at the **school**, or families who live or work in the locality of the **school**. The children attending this **provision** are not usually registered as pupils

ⁱⁱ Priority will be given to children attending St. Luke's Church of England Primary School.

ⁱⁱⁱ School term time defined as the annual school working pattern published by St Luke's Church of England Primary School, and no other educational establishment, for each academic year.

^{iv} Children in Reception must have completed their part time transition and attend full time (defined as 5 full days per week) before they can attend the provision

^v Regular slots are subject to availability and we may not always be able to meet your full need

^{vi} Fees are reviewed annually and subject to change.