

GIFFARDS PRIMARY SCHOOL



After School Provision Policy

School lead for this policy:	Mrs N Haslam-Davis/Mrs S Bryant
Committee with oversight for this policy	FGB
Policy last reviewed	February 2024
Date for next review	Annually
Signed –chair of Governors	<i>Mr D Stubbings</i>
Signed - Headteacher	<i>Mrs N Haslam-Davis</i>

**Giffards Primary School
After School Provision Policy**

See also Terms and Conditions – which are on the magic booking and school website

Giffards Primary After-school provision is run from our premises (the Rainbow Room) and provides quality care for pupils from EYFS – yr6 on roll at Giffards Primary School

Scope

Giffards Primary School provides After School provision for all pupils of the school, EYFS pupils are welcome when they start full time. Places are available on a pre booking system on a first come, first served basis, of which 20 spaces are available for any one session.

The provision follows the adopted policies and procedures of the school which are available on our website or via the school office on request.

All after-school provision staff are employed by Giffards Primary School in accordance with OFSTED regulations which require Disclosure and Barring Service checks to be carried out.

The named Child Protection Officer for the club is Mrs V Teager

AIMS

We aim to provide a high quality After School Provision that meets the needs of both parents/carers and children. For parents/carers, this means knowing that your child is safe and happy in a Provision that is reliable and offers a consistent service.

For a child this means an environment that is safe, supportive and encouraging. It is a place to be with friends and make new ones. To be able to try out new activities, to relax, to have fun and enjoy

OPENING AND CLOSING TIMES

- The after school club is open during term time Monday to Friday; (except INSET days/in the event of school closure)
- The after school club is located in the KS1 building (Rainbow room). Parents/carers are asked to collect their children via the Infant school main entrance and ring the bell or mobile number when they get to the KS1 gates by the children's entrance.
- After school club is open from 3.10/15pm to 6.00 pm;
- At the end of the school day infant children will be escorted to the club by a member of staff; KS2 children make their own way over
- Children will be registered immediately on arrival;
- Parents/carers must collect their child at or before 6.00pm.

A charge of £5 per 5 minutes will be charged if the child is collected late (i.e - up to 5 minutes late the charge will be £5, between 6 and 10 minutes late the charge will be £10 and so on). This sum will be used to contribute towards the cost of staff overtime that will need to be paid due to the late collection. If parents/carers are consistently late, then the child's place will be at risk.

REGISTRATION

Parents are required to complete an online registration form, available from the Magic Booking site at <https://giffardsprimary.magicbooking.co.uk>

All children must be registered with the After School Provision prior to booking or attending the club.

TO BOOK A PLACE

Giffards Primary School uses a software package called Magic Booking to enable parents/carers to easily book and pay online for their child's after school club use. Parents/carers need to book their child's sessions online via <https://giffardsprimary.magicbooking.co.uk>

Registration takes about 10 minutes and is a one-off process. You must include at least 2 adults that are authorised to collect your child and their contact details. All persons collecting must be over 16 years old. Medical and dietary notes can also be recorded when you are registering. Once set up you will be able to view available dates, pay and book online via smartphone, tablet or laptop, all in an instant. A password must be set up for use when collecting or in emergencies.

All sessions need to be booked and paid for in advance either by debit/credit card or childcare vouchers. You have up until 2.00pm to book in, if there is a space available. We strongly recommend early booking to secure a place.

There are 20 places allocated. As places are limited it is strongly recommended that regular users of clubs book and pay in advance as soon as the booking window becomes open for the next half term.

CANCELLATIONS

If you have booked and realised you no longer need the session, then you can cancel before the club starts by the latest - 9.15am on the morning of the booking. (If your booking is not cancelled and your child does not show up for the club, then you will still be charged – there will be no refund (this includes where a child is off sick), as you are taking up a space for another potential booking.) Cancellation is free of charge when you do this online yourself. Any monies from a cancelled space will be credited to your account with the school for you to use against a future booking (credit note) as long as you cancel within the set cancellation timescale as above. If you require a card refund, then you will need to request this in writing by email after you have cancelled your booking online. You will be charged an admin fee of £5 to process your refund.

When no booking has been made for your child, their name will not appear on the clubs register for that day. You must book and pay online if you want your child to attend for that particular day. Failure to do this may result in no place being available for your child.

Late pick-up fee (after a booked session ends 4.30 or 6pm) incurs a £5 charge per 5 minutes. Late fees are payable on line before a child attends the next session.

Please read the clubs Terms & Conditions – on the magic booking and school website FEES

- £11.00 per session from the end of the school day – 6.00pm includes a light, cold meal
- £5.00 per session 3.10/15 – 4.30pm

Late fees: A charge of £5 per 5 minutes will be charged if the child is collected late (i.e - up to 5 minutes late the charge will be £5, between 6 and 10 minutes late the charge will be £10 and so on). This sum will be used to contribute towards the cost of staff overtime that will need to be paid due to the late collection. If parents/carers are consistently late, then the child's place will be at risk.

COLLECTION OF CHILDREN

- Collection will be from the KS1 children's gate where children enter school in the morning, this is accessed from Queen Elizabeth drive.
- Children can only be collected by an adult over the age of 16 who has been authorised to collect them which is done by the parent adding collectors on their account as a collector. A password must be set up and used where staff may not recognize the person collecting
- On collection your child will be signed out with a record of the time that they leave.
- Parents are asked to use the bell/ring the mobile number displayed on the gate when they arrive to pick up their child.
- Children will only be handed over to the person/s indicated on the registration form.
- In emergencies, when parents/carers or the persons who are normally authorised to collect the child are not able to collect, a password system can be used – but this will require verification via phone call to the main person/persons listed as a collector on the registration form.
- If your child is not collected at the agreed time and the parent/carer has not advised the club of any delay, we will phone all of the emergency numbers you have given us on the 'child(ren)'s form'. If we have no contact by 6.15 pm, we will make a decision if/when to contact Social Services.

SAFEGUARDING

We follow the Child Protection Policy of Giffards Primary School which is reviewed annually and available on our website or from the main school office. Our named Child Protection Officer is Mrs V Teager and the deputy is Mrs N Haslam-Davis.

It is our duty to follow the necessary procedures for reporting any disclosures or suspected abuse. All staff are aware of the signs and symptoms of abuse and have been trained in the appropriate procedures to carry out if there is a concern.

If you, as a parent, have concerns about any child or member of staff, you can either contact Mrs Teager via the school on 01375 672138

Where ICT equipment is used, the school's Online Safety Policy is adhered to.

EQUIPMENT/RESOURCES and ACTIVITIES

The clubs are well planned and suitably equipped providing a range of creative activities:

- Art and craft
- Sports activities and team games using the Dining Hall and playground
- Computer activities
- 'chill out' area where books and comics will be available
- Lego and construction
- Board games and puzzles

We will:

- provide play equipment and resources that are safe and - where applicable – have a CE marking and therefore conform to the Toys (Safety) Regulation (2011);
- provide a sufficient quantity of equipment and resources for the number of children;
- provide resources that promote all areas of children's learning and development, which may be child or adult led;

We are not a homework club however if children do wish to do their homework in the club they are welcome to do so.

VALUABLES

The clubs do not accept responsibility for any money, toys, games or valuable items etc. which children may bring. Children should not bring anything valuable to the club. The After School club is not responsible for the loss or damage to any items brought from home.

FOOD

- The children are given a drink and small snack on arrival at the After School Club.
- A light tea is served from 4.30-5.00pm this includes wraps, sandwiches a variety of fillings, vegetable crudities, fruit, yoghurts, water or milk.
- Children are always reminded about the importance of hand washing before eating or handling food and to use individual cutlery, cups and plates. Good manners are expected at all times;
- The After School Club is a nut free environment;
- Children are only allowed to eat food provided by the club.

Keeping Records

We will keep appropriate records in a safe and secure place.

HEALTH AND SAFETY

Health and Safety is paramount at the provision. The after school provision is covered by the Health & Safety Policy and Fire Safety Policy of Giffards Primary School, which are reviewed annually and available from the main school office on request.

Regular risk assessments are conducted to ensure that the children and staff are kept safe. We hold regular fire drills, whereby the staff and children are made aware of the appropriate action to be taken, should a fire occur. All our staff are suitably trained and receive an induction.

All staff will have received appropriate First Aid training. Our first aid box and accident book conform to Ofsted regulations, and we have a set procedure for informing parents/carers of all accidents etc, that occur during our care.

The club is cleaned by the school cleaning staff who have all the necessary health and safety procedures in place and are DBS cleared.

It will be assumed the club has permission for all children to be taken outside onto the school grounds.

Upon the registration of a child at the clubs, the staff employed by us will act in loco parentis for the duration of the time that the child is in our care, until a parent or chosen representative collects the child. In the case of any illness, accident or emergency the clubs will take such action that is deemed necessary.

If the club informs a parent that a child must be collected prior to the usual collection time, for whatever reason, the parent must either collect the child as soon as practicable or nominate and arrange for a chosen representative to do so.

SICKNESS

- If a child is ill whilst at the club the parent/carer will be informed and asked to collect the child;
- In line with the school policy, if a child has vomited or had diarrhoea they should not return for 48 hours.

MEDICINES - Please refer to Giffards primary School's Administering Medicines Policy. -
If your child requires medication of any sort, including an inhaler, the following must be in place before your child can attend:

- It is the responsibility of the parent/carer to provide information when registering their child giving full details of: medical conditions, allergies, regular medication, emergency contact numbers, name of family doctor/consultants special requirements (e.g. dietary, disability). A copy of this is kept in a file at the Club.
- A copy of medical care Plans are also kept at the club
- Specific medical conditions of pupils are made known to relevant staff;
- Any medication needed to be given during an After School Club session must be bought to the main admin office (in KS2) at the beginning of the day in a pre measured dose and a form completed
- Medication which is kept in school (asthma pumps etc) is collected by a member of staff before the start of the After School Club.
- No pupil will be given medication at the club without the consent of a parent/carer
- It is up to the parent/carer to update the school with any changes to medication/medical needs .

Accidents/ reporting to parents

Staff will speak to parents when a child is collected if there are accidents/incidents that need reporting this includes poor behaviour. Repeated poor behaviour may result in a child place being withdrawn

Staff will log to magic booking any accidents resulting in an injury – this will be emailed to staff via the magic booking system to the named contact.

EQUAL OPPORTUNITIES AND INCLUSION

We offer all an inclusive After School Provision. If you or your child has special needs please come and talk to us about any additional requirements you may have.

We recognise that some children have additional needs that require particular support and assistance. Children will be admitted providing the after school staff and the senior leaders are confident that we can meet their needs without jeopardising the service in accordance with the Disability Discrimination Act.

Our aim is to provide for the social, emotional and physical needs of each individual child in the group. Every child within our care is treated as an individual, and given opportunities to learn and develop. We take into account the individual child's age, gender, ethnic origin, stage of development, home language and any special needs.

All children in the group irrespective of their particular needs are encouraged wherever possible and appropriate to participate in all the group's activities. We ensure that every child has equal access to resources.

The School Policies on Special Needs and Equal Opportunities are reviewed annually and available from the main school office.

BEHAVIOUR MANAGEMENT

At the club we follow the Positive Behaviour Management Policy of Giffards Primary School. We take a positive approach to managing children's behaviour. Praise and encouragement is given for good behaviour that we relay to the parents at the end of the day.

We encourage a calm, purposeful and happy atmosphere within the club. Children are expected to foster a caring attitude to all and behave well at all times.

If we feel a child's behaviour is not appropriate and could affect the provision then the child could be asked to leave the club. In these circumstances any fees paid in advance will be refunded. Bullying will not be tolerated and any incidents will be reported to parents and discussed with the child. Any recurrence will result in the children being asked to leave.

PARTNERSHIP WITH PARENTS

It is in the provisions' best interest to know the parents and children well, in order to give the best care and understand the family's needs. We recognise that the parents know their children best. We show respect for each family's beliefs, and parents' wishes for their child.

We regularly ask you to update the 'child forms' and ask parents to check the arrangements for collection and emergencies. It is the parents' responsibility to advise us of any changes.

At the end of every day parents have the opportunity to speak to us, or make an appointment to speak with us at a convenient time to them.

CLOSURE

In the event of a school closure due to circumstances beyond our control, for example extreme weather, the After school club will also close. Parents will be informed as soon as possible. A credit for a replacement session will be offered.

COMPLAINTS

If you have a concern please feel that you can discuss this with us at any time and we will try and work together to rectify it. If it is not remedied and you feel dissatisfied you can make a formal complaint to Giffards Primary School by adhering to the school's procedures as identified in our Complaints Policy which is available on the school's website.

Before children attend, parents are required to accept our terms and conditions and to complete both a registration and a booking form.

We hope the above information is useful to you and if you have any further questions please do not hesitate to contact us.

REVIEW

This policy will be reviewed by the Governing Body annually



Giffards Primary School Terms and Conditions for After School Club booking

Bookings

- All bookings must be made through: <https://giffardsprimary.magicbooking.co.uk/>
(Please be aware that you **MUST** type in the exact address above to access the site)
- All bookings are only for pupils registered at Giffards Primary School
- All bookings are subject to availability.
- The person making the booking accepts the booking conditions on behalf of the account holder
- All bookings must be paid for at time of booking unless you are paying by Childcare Vouchers/Tax Free Childcare.

Cancellation Notice and Charges:

- It is the account holder's responsibility to cancel sessions by 9.15am on the morning of the booking.
- Any booked sessions which are not attended are still charged unless cancelled by 9.15am. Earlier cancellation is appreciated to release places.
- Cancellations are free of charge when completed online before 9.15am on the day of the booking
- Monies from a cancelled place will be credited to your account to use against a future booking (credit note)
- If you require a card refund, then you will need to request this in writing by email after you have cancelled your booking online. You will be charged an admin fee of £5 to process your refund.
- Any booked sessions which are not attended are still charged at the full cost.
- All bookings must be made prior to attending. Your child will not be accepted until a booking and payment is made.
- Late pick-up fee (after a booked session ends at 4.30pm or 6pm) incurs a £5 charge per 5 minutes. See late collection fees below
- Late fees must be paid before a child attends the next session
- You agree to notify the club via the school office on 01375 672138 before the start of the session if you are collecting your child from school on a day that he/she is booked to attend the club. I understand that I will be charged for the booked session unless it was cancelled on the Magic Booking site by no later than 9.15am.

Special Offers and Discount codes (if/when applicable)

- Discount vouchers or offers can only be used for the purpose stated on them.
- Only one offer or discount code can be used per booking.
- Each voucher code can only be used once per customer.
- Each voucher code can only be used on one booking and will not be valid if you would like to book further days on a separate booking before the voucher deadline ends.
- Offers and discounts may be withdrawn at any time.

Payments and Overdue Balances

- Types of payment available are Credit/Debit card, Childcare Voucher.
- When paying by Childcare Vouchers, please use your child's full name as the payment reference.
- Having an overdue balance may lead to the termination of your child's place within the club.
- Giffards Primary may pass any unrecovered fees to an external debt collection agency. Any fees associated with the debt collection will be passed on to the debtor.

Late Collection Fees:

- A charge of £5 per 5 minutes will be applied to all collections made after the booked session end time. Each 5 minutes is payable as a whole e.g. 6 minutes late incurs a £10 charge. This to cover the costs of the staff who are legally required to supervise your child and the staffing costs this incurs.



Safeguarding and Welfare:

- We are committed to safeguarding all the children in our care from harm and abuse.
- Staff are obligated to report any suspected child abuse or neglect to the DSL/relevant authorities.
- Parents must inform Giffards Primary School by email (office@giffardsprimary.thurrock.sch.uk) of any conditions that may affect their child (medical, learning, behavioural, etc). If full information is not provided, this may result in Giffards Primary School excluding them from certain activities or if it felt necessary, excluding them from using the After School Provision. In such circumstances no refund or credit will be paid.

Medication:

- If your child requires medication of any sort, including an inhaler/epipen, you agree to provide the After School Club with their own stock of the medication, even if you have already provided the school with the same. This must be dropped into the school office before your child attends the club for the first time and a relevant specific After School Club medication permission form completed.
- A copy of your child's Care Plan, if relevant, will be kept at the club;
- Any ad-hoc medication (i.e antibiotics/pain relief etc) needed to be given during an After School Club session must be brought to the school office at the beginning of the day in a pre-measured dose and a consent form completed. The medication must be clearly labelled with the child's name and that it is for the After School Club.
- No pupil will be given medication at the club without the consent of a parent/carer;
- It is the responsibility of the parent/carer to ensure all information is correct at all times, to notify the school of any changes immediately and ensure the medication is always in date. The school cannot take responsibility for this.

Please note: If the above is not in place, your child will not be able to attend the session

Sickness

- If a child is ill whilst at the club the parent/carer or relevant contacts will be informed and asked to collect the child immediately;
- In line with the school policy, if a child has vomited/had diarrhoea they MUST not return to school nor the After School Club for 48 hours. It is the parent/carers responsibility to cancel any places that have been booked at the After School Club by 9.15am of the day of the club if their child is unable to attend. If the place is not cancelled by 9.15am at latest the parent/carer will be charged in full.

Collecting:

- Collection will be from the KS1 children's gate where children enter school in the morning.
- Any communication about After School Club must be made via school office before 4pm, after this time a message must be left on the After School club mobile phone.
- Children will only be handed over to one of the person/s indicated who has already been added as an authorised person on the child's account – all authorised people must be over the age of 16. A password must be set up and will always be required where staff do not recognise the person collecting.
- On collection your child will be signed out with a record of the time that they leave. Late fees will apply if collected after the booked session time.
- Parents are asked to use the bell/ring the mobile number displayed on the gate/door when they arrive to pick up their child.
- In emergencies, when parents/carers or the persons are normally authorised to collect the child are not able to collect, the password system will be used – but this will require verification via phone call to the main person/persons listed as a collector on the registration form.
- If your child is not collected at the agreed time and the parent/carer has not advised the club of any delay, we will phone all of the emergency numbers you have given us. If we have no contact by 6.15 pm, we will make a decision as to when we contact Social Services.
- If parents/carers are consistently late, then the child's place will be at risk.



Provision

- After School Club is run from the KS1 classroom (Rainbow Room) adjacent to the internal KS1 children's entrance gate.
- Once all children have been registered they will be provided with a snack and drink of water.
- A light cold meal will be provided after 4.30pm for children staying until 6pm.
- Children are not permitted to bring their own food to the club unless this has been agreed in writing by the school and in advance of the child's attendance at the club.
- A number of activities will be on offer for the children to participate in. These will include craft activities, games and toys and, at times, may be internet based. Appropriate TV programmes and DVDs may also be shown during the sessions.
- Unless requested by the school, children should not bring their own toys, games or any items of value onto the site. The school will not be held liable for any losses or breakages of any personal belongings of any of the children.
- The KS1 school halls may be used for games and physical activities.
- Children may use the school grounds during nice weather.

EXCLUSION/ BEHAVIOUR MANAGEMENT

The After School club follows the Positive Behaviour Policy of Giffards Primary School.

- Children are expected to behave well at all times and foster a caring attitude to all .
- If we feel a child's behaviour is not appropriate and could affect the provision then the child could be asked to leave the club. In these circumstances any fees paid in advance will be refunded.
- Bullying will not be tolerated and any incidents will be reported to parents and discussed with the child, and may be logged on our internal school systems. Any recurrence will result in the child being asked to leave.
- Giffards Primary School reserves the right to exclude or refuse any child without notice, if we consider that their presence compromises the good behaviour/atmosphere of the club.

EQUAL OPPORTUNITIES AND INCLUSION

We offer all an inclusive After School Provision.

- If your child has special needs, any additional requirements they may need to have put in place must be agreed by the school before the child can attend.
- We recognise that some children have additional needs that require specific support and assistance. Children will be admitted providing the After School Club staff and the senior leaders are confident that we can meet their needs without jeopardising the service or the Health and Safety of all involved in accordance with the Disability Discrimination Act.
- Every child within our care is treated as an individual, and given opportunities to learn and develop. We take into account the individual child's age, gender, ethnic origin, religious beliefs, stage of development, home language and any special needs when carrying out activities.

Forced Closures:

- If the After School Provision is forced to close due to an external factor such as bad weather, staff absences etc. in these circumstances any fees paid in advance will be refunded via credit note.

Photography/Social:

- The taking of/use of photographs will be in line with the permissions given by the parent/carer. Giffards Primary occasionally take photographs for use as marketing and promotional purposes, including on social media. If you would rather your child was not included in any photographs, please ensure the permissions held reflect your wishes. You are welcome to amend these permissions at any time by updating them on your Magic Booking account.

Complaints:

- Any concerns should be addressed in the first instance with the After School staff. If it is not remedied you can make a formal complaint to Giffards Primary School by adhering to the school's



procedures as identified in our Complaints Policy which is available on the school's website.

Liability:

- Giffards Primary School do not accept liability for personal injury or death of any participants unless directly caused by the proven negligence of staff employed by Giffards.

Lost Property/Valuables:

- Children should not bring anything valuable to the club. The After School club is not responsible for the loss or damage to any items brought from home.
- Mobile phones must be turned off and left in a pupil's bag. No mobile phones are allowed out or to be used during After School Club.

Abuse of staff:

- The threat or use of physical violence, verbal abuse, intimidation or harassment towards our staff is likely to result in a termination of your child's place. Such incidents may be reported to the police, and this will always be the case if physical violence is used or threatened.

Data Protection:

- Giffards Primary School collects personal details about you and your child to register and enable us to process your booking. It is your responsibility to ensure that you have the necessary permissions to pass on the personal details of everyone required. All data is held in line with GDPR
- For Giffards Primary School policies and procedures, please visit:
<https://giffardsprimary.thurrock.sch.uk>

Parents must agree to the above terms and conditions prior to starting the booking process with us.

If these terms and conditions are updated at any point the updates will need agreeing when the booking site is first accessed after the update.

