Barcroft Primary School

Barcroft
Primary School

Unlocking potential today for a brighter tomorrow

Wrap Around Care
Policy and procedures

(Breakfast club/after school club, sports clubs, extra-curricular clubs)

2024 - 2025

THE LIGHTHOUSE FEDERATION

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What is Wrap Around Care?

Wraparound care is before and after school childcare for primary school aged children in England during term time, such as breakfast clubs and regular afterschool provision that runs until 6pm.The care should be available every school day outside of regular school hours and is aimed at helping parents access more childcare and work the hours they want to.

Legislation

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc Act 1974
- Children Act 2004
- Equality Act 2010
- Children and Families Act 2014

The following documents were used when writing this policy:

- National_Wraparound_Childcare_Programme_Handbook
- Keeping Children Safe in Education
- Early Years Foundation Stage Statutory Framework
- Working together to safeguard children
- Data protection in schools

Aims

THE SCHOOL

We will endeavor to:

- provide a safe, stimulating and happy environment for pupils before the beginning and end of the school day;
- To provide an affordable, early drop off and late collection childcare facility for working parents/carers;
- provide a range of creative, stimulating and meaningful play, recreational and educational opportunities for your child
- provide breakfast and/or afternoon snacks and drinks

THE CHILD

I will do my best to:

- be polite, friendly, kind and helpful to others
- demonstrate the Barcroft Values and adhere to the behaviour Code of conduct
- respect the feelings and beliefs of others
- be responsible for all resources and help to keep my school tidy and safe
- ensure a happy environment for all and HAVE FUN!

THE PARENTS/ CARER

We will endeavor to:

- ensure that our child only attends sessions that are booked in advance online
- ensure that our child is dropped off and/or collected on time by an adult
- contact the school if our child is going to be absent from a session
- contact the school promptly if there is a change in adult arrangements or collection times
- support and demonstrate the Barcroft Values, and enforce the schools Behaviour Policy
- support and adhere to the Wraparound Care Policy and procedures
- inform the school of any concerns or problems that might affect our child's wellbeing or behaviour

This agreement forms part of the Admission forms and must be signed and returned before starting either the Breakfast Club or After-School Club.

Admissions

- **Only** children attending Barcroft Primary School are eligible to attend Wrap Around Care sessions.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement of the sessions. *(Appendix 5 Breakfast club admission form and Appendix 8 Buddies ASC admissions form)*.
- Children's attendance is recorded in a register.

Breakfast Club

We currently run a breakfast club for Reception to Year 6 children in order for them to have a healthy and enjoyable start to the day. Breakfast club runs every morning from **7:45am-8:45am**. Parents have to book in advance and pay via Parent Pay. The cost of the breakfast club is **£4.00 for the session.**

The Breakfast Club will be staffed by two fully qualified members of staff each morning from 7:45am. The Head of School or a member of the senior leadership team is on site from 7:45am each morning.

After School Sports Clubs and Extra-Curricular Clubs

We offer the children a wide variety of after school clubs running throughout the academic year. Our **sports clubs** include: football, dance, dodgeball gymnastics, athletics, etc...
Details of the clubs on offer will be sent out half termly via letter and be added onto the school website. All clubs cost **£2.50** and should be paid for via Parent Pay.

Buddies: After School Club

Barcroft's After School Club (Buddies) is open between the hours **3.30pm-5.30pm** every weekday during term time (excluding training days) for children from Reception to Year 6. Bookings must be made at least a week in advance via ParentPay. Children are provided with unlimited no added sugar squashes/water and an afternoon snack. The cost of the after-school club is **£6 per session**. Parents have to book in advance and pay via Parent Pay.

Due to Buddies running alongside our usual after school sports clubs, you will see two payment options for this club. If you also want your child to attend sports club, you must ensure you have also booked this option as well as Buddies After School Club. Your child must be on both registers to stay for both clubs.

Buddies will be staffed by two fully qualified members of staff each and the Head of School or a member of the senior leadership team is on site until 5:30pm.

Queries Regarding Buddies Breakfast Club or Buddies After School Club

By Phone:

During normal school office hours (8:00am – 4:15pm) the school office staff will take your message and share it with the staff in our Buddies team.

By Email:

If you wish to contact the Buddies team, out of hours, please email the school office on: buddies@bar.lighthousefederation.com Messages will be shared with the staff.

Registration

Before attending Breakfast Club or After School Club session, parents/carers must fill out a registration form and sign the Parent/Carer agreement. Children cannot be admitted until a completed registration form has been received. *(See Appendix 5 Breakfast Club Registration form)*

Online Accounts

Once registration forms have been completed you will be given access to the online booking system. Parents will be required to set up a ParentPay account if they do not currently have one. (Please speak to the school office more information about this system.) Bookings can be made session by session or as block bookings once your account has been credited. **PAPER FORMS FOR AVAILABILITY NEEDED ARE AVAILABLE IN THE SCHOOL OFFICE.**

We support government subsidies such as Tax-Free Childcare (TFC) and Universal Credit (UC) Childcare, which can help parents with the affordability of childcare.

For more information, to see if you are eligible please visit the following sites:

https://www.gov.uk/childcare-calculator

https://www.childcarechoices.gov.uk/providers/guidance-and-resources/

https://www.childcarechoices.gov.uk/

If you need any further support please speak to our school business manager Mrs S Hayre/Mrs M Pereger.

Use of Registers

Staff are given a daily printed off register from bookings on ParentPay for breakfast club and after school club. Children will be registered by the club leader as they arrive. The register will be kept in a folder in the cupboard in the hall at all times. These registers are then filed to be kept as part of the Breakfast Club's accounts for audit purposes.

(See Appendix 2- Register examples)

Registers for sport clubs and extra-curricular clubs are emailed to all staff daily.

Pupils who have not booked onto the sessions in advance will be billed and further attendance not allowed until the debt has been paid.

Maximum Numbers and Waiting Lists

Currently our staff/pupil ratios allow for 30 children to attend Breakfast Club and 30 children to attend After School Club. Booking is based on a first come first serve basis. If required, we will keep a waiting list for places. At present we have no waiting list.

Each sport club will have a limit of pupils per club, but this will be based on the type of club offered. The ratio will be communicated with parents/ carers via letter half termly before the clubs are released on Parent Pay. If required we will keep a waiting list for places. At present we have no waiting list.

Food Preparation

- At least one member of the Wrap Around Care team holds the relevant Food Hygiene certificate and these are maintained within the required timeframes.
- An (uncomplicated) simple yet appetising and nutritious snack in line with School Food Standards recommendations, will be freshly prepared for those requiring this service. A toaster, microwave and refrigerator are the only items of equipment used by the club leaders. Under no circumstances are these items used by children attending.
- Bowls, plates, cups and cutlery are purchased for the sole use of Wrap Around Care and are washed daily.

Allergies and Medical Conditions

- Parents/carers are required to inform the club leader of any allergies and dietary requirements children have before they commence attending Wrap Around Care.
- Medication may be administered at the discretion of the club leader and only when the school's policy on Administering Medicines is followed. With respect to the school's policy, only prescribed medicine will be administered if accompanied with a medicine form completed and signed by a parent/carer. Forms are available via the school office.
- If inhalers are needed during the course of a session, the leader is aware of where these are kept in school. The nominated member of staff is informed (school medication lead) and parents are notified when inhalers are administered.

First Aid

- All accidents during breakfast club and after school club will be recorded in the Wrap Around Care accident book, accurately reported to the parents/carer via a telephone call or upon collection.
- Accident records will give details of the 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 becomes unwell during the session will be contacted immediately.
- Any incidents during sports after school club will be logged and a slip will be given to parents when pupils are dismissed. Both PE Coaches are First Aid trained.

Illness and Injury

In the event of illness or injury, the school will act in accordance with the Health and Safety Policy and the First Aid Policy. First aid trained members of staff are named on the first aid posters in school.

If a child is injured or becomes ill. In cases of minor illness or injury, the following procedures will be adhered to:

- If a child becomes ill, the parents are contacted and asked to collect their child
- If a child is complaining of illness, but the member of staff does not believe it is serious, they monitor the child until the end of the session
- If a child suffers a minor injury, first aid is administered and the child is closely monitored for the rest of the session.

If a child suffers a major injury or becomes seriously ill, the following procedures are implemented:

- If a child needs to go to the hospital, an ambulance is called and a member of staff accompanies them
- The parents of the child are notified immediately
- Following the incident, members of staff conduct a review of the incident in order to prevent any such incident from occurring in the future

Fire Procedure

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly via the playground or classroom door Fire Exit.
- They will line up at the KS2 playground assembly point to be registered.
- The club register is taken outside and all names called.
- There will be a fire practice annually (as a minimum).

Risk Assessment

A full and detailed risk assessment is in place and covers all aspects of the Wrap around Care provision, which is reviewed and updated annually. This risk assessment does not include pupil specific measures. If pupils who attend Wrap Around Care Staff have specific needs (medical, dietary, medical) a separate risk assessment is written.

Confidentiality of Documents

The following confidential documents are locked away in the 'Wrap around care folder' in the hall cupboard:

1. Contact details
2. Children's medical information

Safeguarding and Staff

- In accordance with Safeguarding arrangements, all staff involved in the running of Wrap Around Care, have enhanced DBS clearance and Level 1 Safeguarding training annually. DBS information is recorded on the school's Single Central Record.
- The Wrap Around Care Staff will follow the school's policies and procedures for child protection and safeguarding.
- Where ICT equipment is used, the school's Online Safety and Anti-Bullying Policy are followed.
- At least one member of the team during breakfast club and after school club will also hold a paediatric first aid and food hygiene certificate.
- Breakfast club and after school club will be staffed at a maximum ratio of 1 adult for every 15 children for pupils. There will be 2 adults at all time and a maximum of 30 children per session.
- After school sport clubs and extra- curricular club ratios will differ according to the club offered and the age of the pupils.

Organisation

Buddies Breakfast Club

- Breakfast Club will be open to pupils from 7:45am – 8:45 am.
- Children will be admitted and registered through the hall door. They should place their coats and bags on the tables at the back of the dining hall immediately.
- Breakfast will be served as soon as the children arrive and children are asked to sit at a table to eat.
- Once children have finished their breakfast, they then put their plates/bowls away to be washed.
- Children are asked to help with tidying up equipment, toys and games used at 8:35.
- The Breakfast Club leader then takes the children to the classroom where a member of teaching staff takes over supervision.
- Each child's details, medical conditions, parent contact details and additional emergency contact information are locked in the hall in the 'Wrap around care folder'.

(For more information see Appendix 4 Breakfast club Terms and Conditions)

Buddies After School Club

- Buddies will be open to pupils from 3:30pm – 5:30pm.
- At the end of the school day the children are taken to Buddies. The staff will complete the register as they arrive.
- Children should place their coats and bags on the tables at the back of the dining hall immediately.
- A snack and drink will be served from 3.45pm and children will be expected to sit at a table to eat.
- Once children have finished their snack they then clear their plates/bowls.
- Each child's details, medical conditions, parent contact details and additional emergency contact information are locked in the hall in the 'Wrap around care folder'.
- Upon collection, wrap around staff will sign the child out on the register.
- Any parent that arrives at the school office will be taken to Buddies to collect their child.

(For more information see Appendix 7 Buddies After School Club Terms and Conditions)

Arrival and Departure

Breakfast Club and Buddies after school club will operate a rigorous procedure regarding the security and safety of all children within our care. There is a clear procedure in place for both arrival and departure of all children attending these clubs. To ensure the safety of the children it is not possible to make allowances, which do not adhere to the policy and procedure outlined in this document.

Arrival to the Breakfast Club

- Children of all ages must be dropped off by an adult or person over 16 years of age.
- Children in Year 6 may arrive unaccompanied provided signed written permission is given and agreed with the school prior to their arrival.

Arrival to Buddies After School Club

- Early Years, Key Stage 1 and Key Stage 2 pupils will be escorted from their classroom to the hall, where they will be registered. In some cases Year 6 children may escort themselves to Buddies after school club if they are deemed responsible.

Arrival to sport clubs or extra-curricular clubs

- Children attending Sport or extra-curricular clubs (either run by school or external staff) will be escorted to the Clubs by a member of teaching staff

Departure from breakfast club to classrooms

- At 8:40am a member of staff will walk the children to their classroom and be handed over to their teacher.

Departure from Sport clubs and extra- curricular clubs

- At 4.15pm the children will be dismissed from the Key Stage 2 door by a Teacher/TA/ Sports Coach.

Departure from Sport clubs and extra- curricular clubs to Buddies after school club

- At 4.10pm the children will be escorted to the hall for Buddies prior to dismissing the other children to their parents/carers.

Departure from Buddies after school club

- Children must be collected promptly at the end of your booked After School Club session, by either the parent or a person named on your collection permission form. We will not release children to any siblings or children under the age of 16 years.

Charging

All charges made to parents/carers for the use of our Wrap Around Care are calculated to facilitate the smooth and efficient running of the facility. The Wrap Around Care is non-profit making and the fees charged cover the cost of staffing, equipment and day to day running costs.

The school is not permitted to make a loss on such provision (i.e. the school's allocated education budget cannot be spent on subsiding before school care) and therefore reserves the right to review charges in light of attendance, change in cost of provisions or the need to employ additional staff. Charges may be revised up or down and where this is the case, at least one months' notice will be provided. Any profits made (i.e.money taken in over and above expenditure on the Wrap Around Care) will be used to enhance Breakfast Club provision and will not be used for any other purpose. It is neither an intention or desire that the Wrap Around Care generates more revenue

than is required to run the club. The Wrap Around Care will endeavour to make no more than 2 changes to the pricing structure within any one academic year (September to July). **Where a service runs at a loss for a period of time, or where the numbers of children using the service fall below the minimum required to 'break even' the service may cease to exist.**

Non-Collection of a Child from Sport Club/Extra-Curricular club/Buddies

In the event that a child is not collected from the Club by the end of the session, the staff should:

- Establish if a message has been left by the parent/carer
- Try to contact the parent/carer. Appropriate messages must be left asking for them to contact the club immediately.
- Inform a member of the Senior Leadership Team

If the child has not been collected by the end of the Club's registered session and contact with the named parent has not been established, the staff must contact other authorised collectors from the registration form.

After all avenues of contact have been exhausted and the Club has not received any contact from the parent or authorised collectors, the Head of School (or other designated safeguarding leads) will make the decision to contact the Local Authority's Designated Child Protection Officer. At no time will a staff member be permitted to take a child off the premises unless instructed to do so, by either the Local Authority Child Protection Officer or Head of School or a Deputy Designated Safeguarding Lead.

Late Collection from After School Club and Associated Fines

If your child is not collected at the end of their booked session, and you are late picking up after 5:30pm you will incur a £5.00 charge for each 15 mins you are overdue. The school shall apply the following procedures for late collections and reserves the right to apply an additional charge where a child/children are picked up late from the After School Club.

Children who are late to be picked up after the end of the school day (depending upon when your child finishes Reception, Year 1 & 2 3:15pm, Key Stage 2 3:20pm, Nursery 3:30pm) or late picking up from Sport Clubs or extra-curricular clubs at 4.15pm, will be put into Buddies and a £2.50 initial charge will be made. Each 30 minutes beyond this initial charge will be billed at £2.50. *(See Appendix 9- Late collection letter).*

Resources

Resources for sport clubs are located in the hall as well as an outdoor PE store cupboard.

All resources are checked for safety prior to being used for clubs. Any broken or damaged resources are disguarded following school procedures.

Any resources needed to deliver extra- curricular clubs are purchased prior to the club and kept with the member of staff delivering the club.

Breakfast club/Buddies resources are kept in labelled cupboards and trays located just outside the Hall. All electrical equipment used is part of the school's regular PAT testing schedule. Children are NOT permitted to bring their own toys to either club.

Behaviour

Sport club and extra-curricular clubs

The school promotes positive behaviour using the Good to Be Green Scheme and Restorative Approach. Any behaviour concerns are communicated to parents via the club leader in the first instance.

Breakfast club and Buddies After School Club

Whilst we recognise the importance of the this provision being a more relaxed, less formal experience for children, we retain the same high expectations of pupil conduct, mannersand behaviour, which enables all pupils to enjoy the session within a safe, welcoming and structured environment. *(See Appendix 3- Breakfast club code of behaviour and Appendix 6 Buddies ASC Code of behaviour)*

Inclusion

Our sport clubs and extra-curricular clubs are fully inclusive and all children are encouraged to participate in these. If a child has special or medical needs information will be shared with the Club Leader and any necessary arrangements agreed.

Our Breakfast club and Buddies after school club are also fully inclusive and we aim to provide parents and carers with high quality care for their children while they work.

We are proactive in ensuring that any appropriate action is taken when a child is identified as SEN. Their welfare and development is promoted so that they have equal access to the play provision. Staffing arrangements are considered to meet the individual needs of children who have special needs **but unfortunately we cannot offer 1:1 support for any child**. The environment is organised so that these children have equal access to the facilities and activities available.

Communication with Parents

Sport Club and Extra-Curricular Clubs

If there is a message to be communicated with the parent or carer this will be given by the member of staff leading the club at dismissal at 4.15pm. If the child is attending Buddies After School Club, this message will be passed onto the staff at Buddies or a phone call will be made.

Breakfast club and Buddies After School Club

As part of their role, the Wrap Around Care Staff pass on any relevant information to the class teacher (e.g. a child's concerns, feeling unwell, etc..). It remains the responsibility of the parent/carer to pass on any verbal instructions (e.g. pick up arrangements, change in lunch, etc…)

Parents/carers may make appointments with the Wrap Around Care Staff in the first instance to discuss matters/issues pertaining to the Breakfast Club. Where parents/carers are not satisfied that their issue has been adequately dealt with, they may arrange to speak to a member of the senior leadership team.

Cancellation

Breakfast Club and Buddies After School Club

If a member of Wrap Around Care is ill, where possible school will try to arrange another adult to cover. However on rare occasions it may be necessary to cancel the club at short notice. Where possible, parents will be notified the day before that the club has been cancelled. A credit will be issued for sessions paid for where the school has cancelled the club. Parents will be notified via text message and any alternatives communicated as early as is practical.

Sport Clubs and Extra-Curricular Clubs

In the rare occasion where a sport club or extra- curricular club is cancelled the money will be refunded to the parent/carer or added as credit on the ParentPay account to reallocate to another club.

Refunds

Parents/carers book and pay for places at Wrap Around Care in advance. This enables Buddies leaders to purchase the correct provisions for each session. We will be unable to offer a refund if a child does not attend. However, if the school cancels the provision, a credit will be offered for a future session.

Complaints

The school's Complaints Procedure, which is posted on the school website, will be followed should a parent/carer have a complaint about any aspect of our Wrap Around Care provision.

Responding to Parent/ Carer Requests for Wraparound childcare

Parents have a right to request that you consider providing wraparound or holiday childcare for children from reception up to the end of key stage 3 (year 9) and up to age 18 for disabled children. They can make the request to the school their child attends.

Should a parent wish to make a request for wraparound childcare this must be in writing and be emailed to postbox@bar.lighthousefederation.com with

- the type of childcare requested
- the age range of the children requiring wraparound or holiday childcare
- when provision is most needed

Requests can only be made ***once annually***.

All requests are logged and a record kept to monitor this information.
(See Appendix 10- Record of requests)

Barcroft Primary School will send out a parent/ carer survey annually to gather feedback on the wrap around care provision which is offered to pupils who attend Barcroft Primary School. This information and data will be used when re-writing this policy.

Responding to Provider Requests

Requests made by providers to use Barcroft Primary School facilities for wraparound or holiday provision will be looked at on a case-by-case basis. Providers can only make a request ***once annually***.

The request must be in writing addressed to Head of School, Barcroft Primary School, Barcroft, Willenhall, WV13 1NA.

Once a request has been received, the School Business Manager will acknowledge receipt and inform the provider of the timescale for processing the request.

School will meet the provider and consider:

- the type of childcare proposed
- how you'll work out the likely demand for the provision across the whole school and the role of the provider in leading this process
- the practicalities for establishing provision, for example:
    - physical space
    - any restrictions on the use of the land
- whether you'll need to engage the Secretary of State, depending on the nature of the provider's use

Providers will be notified if their request has been rejected.

Related school Policies

- Admissions Policy
- Anti-bullying Policy
- Behaviour and discipline Policy
- Complaints Policy
- Early Years Policy
- First Aid Policy
- Health and Safety Policy
- Online Safety Policy
- Safeguarding and Child protection Policy
- SEN Policy

Monitoring and Review

When reviewing the policy, the school will take into account:

- Feedback from parents/carers and pupils
- Feedback from teachers

This policy will be reviewed annually.

Appendix 1- Buddies Breakfast Club Code of Behaviour

Barcroft Primary School

BUDDIES Breakfast and After School Club

THE LIGHTHOUSE FEDERATION

CODE OF BEHAVIOUR

The Code of Behaviour for the Breakfast Club is simple and mirrors the high expectations within Barcroft Primary School.

Within the school the whole ethos is based on individual development, self-control, mutual respect and the development of self-esteem.

All the children will be made aware of this Code of Behaviour and it will be explained to them in such a way that is appropriate for their age group.

Everyone at Breakfast Club is expected to:

- Behave appropriately at all times to ensure their own and other peoples safety, security and happiness.
- Respect everyone at the Breakfast Club and their right to be happy and safe.
- Listen to everyone at the Breakfast Club and respond appropriately to them.
- Look after and respect the resources that are used.
- Praise for good behaviour, working together and sharing, courtesy and kindness and helpfulness.
- Any child who behaves inappropriately will be reprimanded and will have the opportunity to talk about the issues relating to and resulting from their behaviour using our Restorative practice approach as well as the Good to be Green system as stated in the school's behaviour policy.
- If poor behaviour is serious and/or persistent, parent/carers will be informed either verbally or in writing and asked to meet with staff and a member of the senior leadership team.
- Ultimately, if poor behaviour continues, or there is a particularly serious problem adversely affecting the Health and Safety and the happiness of themselves or others, then the offer of a place at Breakfast Club will be removed.

Appendix 2- Buddies Breakfast Club Terms and Conditions

Breakfast Club Terms and Conditions

General

1. The Breakfast Club is open to children attending Barcroft Primary School from Reception to Year 6 and is run by staff from the school.
2. The club is open from 7.45am until the beginning of the school day, Monday to Friday, term-time only.
3. The club provides a balanced, healthy breakfast (cereal, toast/bagel with topping and fruit juice/milk/water to drink) and games for the children to play before school begins.
4. The last breakfast will be served at 8.15am. Any child arriving after this time cannot be guaranteed a breakfast.
5. Children and an accompanying parent/carer must enter the Breakfast Club through the door via the dining hall. This is accessed via the path on the Key Stage 2 Playground.
6. Children from Reception to Year 6 must be accompanied by an adult.
7. At 8.40am children in Breakfast Club will be taken to their classroom where a member of teaching staff will receive them.
8. Children must not bring their own toys, electronic devices, games or any items of value onto the site. We are unable to accept responsibility for such items.
9. It is the responsibility of the parent/carer to ensure that Breakfast Club staff are informed of any changes to contact/medical details.
10. Children in Years 6 who arrive with a mobile phone must sign it in on the Mobile phone document. The mobile phone will be locked away and passed to the Year 6 staff at 8.40am. Only children walking home from school are permitted to bring a mobile phone.

Booking

11. Enquiries regarding Breakfast Club should be made at the school office or emailed to buddies@bar.lighthousefederation.com
12. Bookings must be made on the school booking system 'Parent Pay'.

13. If there is no availability on the chosen day(s) the child's details will be kept on a waiting list and parents/carers will be contacted should a place arise.

Payments

14. The charge for each Breakfast Club session is £4.00 per child. Payments must be made online through ParentPay.
15. All bookings must be paid the Thursday before the week you require the session.
16. All payments are non-refundable as provisions are purchased and staff cover organised based on the number of places a child is registered for.
17. Parents/carers in receipt of government benefits may be entitled to a reduction in cost and are advised to approach the School Business Manager, Mrs S Hayre/Mrs M Pereger, for details.

Dietary Needs and Medical Conditions

18. It is the parent/carers responsibility to disclose any special dietary needs or medical conditions on the booking form.
19. Children are not permitted to bring their own food to Breakfast Club without discussing this with a member of staff. Any adaptations made must be due to dietary requirements.

Withdrawing an Offer of a Place

The Head of School reserves the right to withdraw an offer of a place in the following circumstances:

20. Unacceptable behaviour resulting in distress or disruption to children or adults running the club.
21. Where payment is not made and arrears are accumulating, the Head of School reserves the right to cancel the booking with immediate effect.
22. Continued non-payment will result in the Head teacher referring the matter to the legal department.

Waiting List

To ensure that admission to Breakfast Club is offered on a fair and transparent basis, children requiring a place will be ranked in accordance with the following criteria:

1. Children eligible for Free School Meals or for Pupil Premium Grant (PPG) funding.
2. A parent/carer requesting five sessions per week.

Appendix 3- Breakfast Club Registration Form

I _____ confirm that I have received, read and understood Barcroft Primary School's Term and Conditions for Breakfast Club.

Signed:_____ Date: _____

Please print your name: _____

BREAKFAST CLUB REGISTRATION FORM

Please complete one form for each child

Child's name:	Date of birth:
Name of any siblings that attend Breakfast Club:	
Address:	
Telephone number:	
Emergency Contact 7.45am-8.40am	
1.	2.
DAYS REQUIRED (please tick)	
Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐	
Any special dietary requirements?	
Any medical needs?	
I accept the conditions outlined on the Wrap Around Care Policy. Signed:	
Print Name:	Date:

Appendix 4- Buddies After School Club Code of Behaviour

CODE OF BEHAVIOUR

The Code of Behaviour for the Buddies After School Club is simple and mirrors the high expectations within Barcroft Primary School.

Within the school the whole ethos is based on individual development, self-control, mutual respect and the development of self-esteem.

All the children will be made aware of this Code of Behaviour and it will be explained to them in such a way that is appropriate for their age group.

Everyone at Buddies is expected to:

- Behave appropriately at all times to ensure their own and other peoples safety, security and happiness.
- Respect everyone at the Buddies after school club and their right to be happy and safe.
- Listen to everyone at the Buddies after school club and respond appropriately to them.
- Look after and respect the resources that are used.
- Praise for good behaviour, working together and sharing, courtesy and kindness and helpfulness.
- Any child who behaves inappropriately will be reprimanded and will have the opportunity to talk about the issues relating to and resulting from their behaviour using our Restorative practice approach and the Good to be Green system as stated in the school's behaviour policy.
- If poor behaviour is serious and/or persistent, parent/carers will be informed either verbally or in writing and asked to meet with staff and a member of the senior leadership team.
- Ultimately, if poor behaviour continues, or there is a particularly serious problem adversely affecting the Health and Safety and the happiness of themselves or others, then the offer of a place at Buddies after school club will be removed.

Appendix 5- Buddies After School Club Terms and Conditions

Buddies After School Club Terms and Conditions

General

1. Barcroft after school club (Buddies) is open to children attending Barcroft Primary School from Reception to Year 6 and is run by staff from the school.
2. The club is open from 3.30pm until 5.30pm Monday to Friday, term-time only.
3. The club provides children with unlimited no added sugar squashes/water and an afternoon snack.
4. The club provides games for the children to play before their parent/carer collects them.
5. The afternoon snack will be served from 3:45pm.
6. Children need to be collected via the dining hall door. This is accessed via the path to the right of the staff car park.
7. Children from Reception to Year 6 must be collected by an adult.
8. Children in Year 6 are not permitted to walk home by themselves from Buddies and must be collected by an adult.
9. At the end of the day the children will be walked to the dining hall for Buddies by a member of teaching staff.
10. Children must not bring their own toys, electronic devices, games or any items of value onto the site. We are unable to accept responsibility for such items.

Booking

11. Enquiries regarding Buddies should be made at the school office or emailed to buddies@bar.lighthousefederation.com
12. Bookings must be made on the school booking system 'Parent Pay'.
13. If there is no availability on the chosen day(s) the child's details will be kept on a waiting list and parents/carers will be contacted should a place arise.

Payments

14. The charge for the full Buddies session 3.30pm- 5.30pm is £6.00 per child. Payments must be made online through ParentPay.

15. All payments are non-refundable as provisions are purchased and staff cover organised based on the number of places a child is registered for.

16. Parents/carers in receipt of government benefits may be entitled to a reduction in cost and are advised to approach the School Business Manager, Mrs S Hayre/Mrs M Pereger, for details.

Dietary Needs and Medical Conditions

17. It is the parent/carers responsibility to disclose any special dietary needs or medical conditions on the booking form.

18. Children are not permitted to bring their own food to Buddies, unless discussed with a member of staff due to dietary requirements.

Withdrawing an Offer of a Place

The Executive Headteacher reserves the right to withdraw an offer of a place in the following circumstances:

19. Unacceptable behaviour resulting in distress or disruption to children or adults running the club.

20. Where payment is not made and arrears are accumulating, the Head of School reserves the right to cancel the booking with immediate effect.

21. Continued non-payment will result in the Executive Headteacher / Head of School referring the matter to the legal department.

Waiting List

To ensure that admission to Buddies is offered on a fair and transparent basis, children requiring a place will be ranked in accordance with the following criteria:

1. Children eligible for Free School Meals or for Pupil Premium Grant (PPG) funding.

2. A parent/carer requesting five sessions per week.

Appendix 6- Buddies After School Club Registration Form

I _____ confirm that I have received, read and understood Barcroft Primary Schools Term and Conditions for Barcroft's After School club (Buddies).

Signed:_____ Date: _____

Please print your name: _____

BARCROFT'S AFTER SCHOOL CLUB REGISTRATION FORM

Please complete one form for each child

Child's name:	Date of birth:
Name of any siblings that attend Barcroft's After School Club:	
Address:	
Telephone number:	
Emergency Contact 4.15pm-5.30pm	
1.	2.
DAYS REQUIRED (please tick)	
Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐	
Any special dietary requirements?	
Any medical needs?	
I accept the conditions outlined on the Wrap Around Care Policy. Signed:	
Print Name:	Date:

Appendix 7- Late Collection Letter

Barcroft
Primary School

THE LIGHTHOUSE FEDERATION

Dear Parents and Carers,

RE: Late collection from school

Barcroft Primary School understands the challenges that parents and carers face and are keen to do what we can to support our families. That said, we must have clear procedures in place in relation to the late collection of children.

Children who are not collected on time at the end of the school day will be kept with the class teacher, whilst we try to contact you and any other contacts on file. **If your child is not collected by 3:30pm, they will be taken to Buddies and a £2.50 initial charge will be made. For each additional 30 minutes beyond this, a further charge of £2.50 will be made.**

For any child who is not collected at 4:15pm from pre booked Sport Clubs or Extra-Curricular Clubs will be taken to Buddies at 4:20pm and a £2.50 initial charge will be made. For each additional 30 minutes beyond this, a further charge of £2.50 will be made.

If your child is not collected at the end of their Buddies session or by 5:30pm, a £5.00 charge will be incurred for each 15 mins you are overdue.

If we have been unable to contact a parent or carer by 5:45pm, school will contact children's services for further advice.

For safeguarding reasons, all parents and carers are required to sign their children out when collecting their child from Buddies. If parents or carers arrive at a different entrance to school, they may be required to go to Buddies to sign their child out.

We thank you in advance for your cooperation and understanding in this matter.

Yours sincerely,

Mrs G Locke

Head of School

Appendix 8- Record for 'Request from Providers'

Date request received	Provider	The type of childcare requested	Date request acknowledged and timescale given to provider	Meeting with provider Date and details discussed	Request agreed/ denied	Member of staff who contacted provider with response to request