

**Rushwick Primary School Parents' Policy  
For Breakfast & After School Club (Little Stars)**

**Aims**

To provide a safe and secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

**Organisation**

The clubs are run under the direction of Rushwick Primary School.

**Safeguarding Statement**

All the three clubs recognise the important responsibility for Safeguarding and Promoting the Welfare of children:

- Staff recruitment and selection follows the Safe Recruitment Procedures
- By raising awareness of safeguarding issues and equipping children with the skills needed to keep them safe
- By developing and implementing procedures for identifying and reporting cases, or suspected cases of abuse
- By supporting pupils who have been abused
- By establishing a safe and nurturing environment free from discrimination or bullying, where children can learn and develop happily
- Because of their day to day contact with children, all clubs' staff recognise that they are ideally placed to observe the outward signs of abuse. Staff will therefore:
- Report any inappropriate behaviour/ activities to designated staff
- Establish and maintain an environment where children feel secure are encouraged to talk and are listened to
- Ensure that children know that they can approach any adult in school if they are worried and they will receive a consistent, supportive response

**After School Club (ASC)**

After School Club is open from 3.15pm until 6.00pm Monday to Friday, during term time (not on inset days or when school is otherwise closed). The club is based In the Pine Room at Rushwick School and is able to make full use of the playground, the field, the wooded area and play equipment.

ASC follows the play-work principles; children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available which could include crafts, board games, construction, physical play and reading.

The food provided at ASC is not intended as a substitute for a main evening meal. ASC provides healthy snacks, including fresh fruit and vegetables. Independence is promoted by encouraging the children to prepare their own snacks, and to clear away after themselves. Fresh drinking water is available at all times. ASC will meet individual dietary requirements and parental preferences wherever possible. ASC recognises the importance of healthy nutrition for children delivered in a calm, friendly setting. ASC is staffed by play workers each day. All staff members are DBS checked. If you have a query or concern at any time, please speak to a member of staff at the

club when you collect your child. If you prefer you may arrange a more convenient time for a meeting (contact details are at the back of this policy).

ASC and Extra-curricular clubs.

Children attending ASC will be able to take part in the extra-curricular clubs offered by Rushwick Primary School. Once an extra circular club has finished, children will escorted to the ASC and will be charged on the collection time of ASC.

Breakfast Club (BC)

BC is open from 7:30 until 8:50am Monday to Friday, during term time (not on inset days or when school is otherwise closed). BC is based In the Pine Room at Rushwick School, with access to a corner of the school hall. BC is able to make use of the playground before 8.30am. BC follows the Playwork Principles; children are free to choose activities and resources as they wish. BC provides ingredients for a healthy breakfast and this can be a substitute for breakfast at home.

Please arrive before 8:15pm if your child requires breakfast.

BC promotes independence by encouraging the children to help prepare their own meal and to clear away after themselves. Fresh drinking water is available at all times. BC will meet individual dietary requirements and parental preferences wherever possible. BC recognises the importance of healthy nutrition for children delivered in a calm, friendly setting. BC is staffed by one play-worker each day. All staff members are DBS checked. If you have a query or concern at any time, please speak to a member of staff at the club when you drop-off your child. If you prefer you may arrange a more convenient time for a meeting (contact details are at the back of this policy)

Late Pick-Up Club (LPU)

LPU is an extended service provided by Rushwick School purely for its current pupils. The club is open from 3.15pm until 4:15pm Monday to Thursday, during term time (not on inset days or when school is otherwise closed).  
Rushwick Primary School

LPU Club; children are free to choose activities and resources as they wish. There will be a selection of activities and resources available which could include crafts, board games, construction, physical play and reading. Fresh drinking water is available at all times. A small snack will be provided. LPU Club is staffed by one play-worker each day. All staff members are DBS checked. If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you prefer you may arrange a more convenient time for a meeting (contact details are at the back of this Handbook).

Policies and procedures

The Clubs have clearly defined policies and procedures. Key points of the main policies are included in this Handbook. Copies of the full policies are available from the individual clubs for parents to consult.

Contacting the Clubs Contact details for the clubs are provided at the end of this document. Please not that before 8am and after 4pm , the club is unable to access incoming calls from the School office, and will be monitoring the school text service and can use this to communicate with parents.

## Terms and Conditions

### Admission

The Clubs aim to be accessible to children and families from the community of Rushwick Primary School.

Admission to the individual clubs is organised by the Club Supervisor and they will use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending. See Admission and Fees Policy for more details.

The club will use the Schools admission details as our contacts. This information will be treated as confidential and will be stored appropriately.

### Bills and fees

The current fees are:-

Breakfast Club	£5/ 6session
After School Club	£10 session
Late Pick-Up Club	£ 5/session
Sibling Discount (BC, ASC and LPU)	5% per child
Pupil Premium Discount	50% per session
Late collection charge	£5 for each or part of 10 minutes

The session fee is payable for all used sessions. Please give as much notice as possible if sessions are not required.

A bill will be produced at the end of each month taking into account used sessions, sibling discount, known reductions and any adjustments from the previous term (e.g. school closure).

If you have any queries over the calculation of the bill please speak to appropriate club manager, Mrs Dee in the School Office.

Payment Fees are payable in arrears to Worcestershire County Council by on-Line banking, over the telephone on an automated system, BACS, Childcare Vouchers or posted cheques. (Cheques should be made payable to "Worcestershire county council") and should indicate on the back your invoice number. Please ensure that fees are paid promptly. Non-payment may result in your place being terminated. If you have any queries about using the online system or about paying with Childcare Vouchers or any queries with regard to the method or means of payment please contact the School Office. If you having difficulty paying for the fees please speak in confidence to the School Finance Officer. Pupils eligible for pupil premium will be subsidised by the school.

Booking continuation The Clubs will assume that your child's booking pattern will continue throughout the school year and into the following school year. If this is not the case please give at least two weeks" notice.

Changes to days and cancelling your place. If you need to change the days that your child attends, please contact the school office. We will try to accommodate such changes wherever possible.

Temporary changes for Breakfast Club If you know in advance of any days when your child will not be attending please let us know at your earliest convenience. If you require an extra session please speak to the school office.

Temporary changes for After School Club or Late Pick-Up Club The school office **MUST BE INFORMED** if your child will not be attending a booked session (e.g. if your child is going on a 'play date' or will be picked up by you at the end of the school day). If we are unable to locate a child, we will have to treat them as 'missing' and this can

escalate fairly rapidly into Police and Social Care involvement. It is therefore very important that you notify the club of any absence and not rely on messages being passed by a teacher or other members of staff.

Arrivals and departures for After School Club and Late Pick-Up Club Our staff will collect Reception and Key Stage One children from their classrooms and escort them to the little stars room. A register is taken when children arrive in our care, and you must sign out your child each day when you collect them. We expect that your child will normally be collected by the people you have named on the contact forms we hold in school. If you need a different person to collect your child on a particular day you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation.

If your child remains uncollected after 6.30 and you have not warned us that you will be delayed, and if we have been unable to reach you or any of your emergency contacts, we will follow our uncollected children policy and contact the Social Care team/police.

#### Child protection

We do our utmost to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see Rushwick Primary School's Safeguarding Policy. The school's Safeguarding policy applies to the whole of the school's workforce along with volunteers, governors and any contractors working on the school site.

#### Equal opportunities

All the clubs provide a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We respect the different racial origins, religions, beliefs, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices
- We will not tolerate any form of racial harassment.

Special needs The clubs will make every effort to accommodate and welcome any child with special needs. The clubs will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the Club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

For more details on equal opportunities and special needs, see our Equality Policy.

#### General Information

##### Behaviour

We will not tolerate from any person (whether a child, parent, carer or visitor) any bullying, aggressive, confrontational or threatening behaviour; or any behaviour intended to result in conflict. Our Clubs are a place of safety and security for the children who attend and for the staff and we reserve the right to exclude anyone exhibiting inappropriate behaviour from our premises Children and staff have created rules for acceptable behaviour whilst at the clubs.

We have a clear Behaviour Policy, a copy of which is distributed to all parents and carers: The Clubs promote an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

We encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities The Clubs have procedures for dealing with unacceptable behaviour.

We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. We will try to be flexible in order to accommodate such cases. However, if your child's behaviour is unmanageable, we may require you to collect them from the Club straightaway. In some circumstances, and only when other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Clubs.

See our School Behaviour Policy for full details.

#### Illness

The clubs are unable to care for children who are unwell. If your child becomes unwell whilst at one of the clubs we will contact you and ask you to make arrangements for them to be collected at the earliest opportunity.

Accidents and first aid : Every precaution is taken to ensure the safety of the children at all times and the Clubs are fully insured. The staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child or immediately if we are concerned about the injury.

Medication If your child needs to take any inhalers or epi pens whilst at one of the clubs you will need to complete a Medical Needs Administration form available from the school office (open 8:00-3:30). Please ensure that you also notify ASC or LPU club directly, if applicable, so that the staff can ensure that the medication is collected from the medical cabinet.

Please note: Prescription & Non-prescription medicine of any sort (including homeopathic items) will NOT be administered

See Rushwick Primary School's Managing Medical Needs and Administration Policy for more details.

#### Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to one of the club supervisor. If necessary please speak to the Headteacher.

See Rushwick Primary School's Complaints Policy for more details.

#### Contact Information

Before and After School Clubs Manager – Cheree Dee

E-Mail: [office@rushwick.worcs.sch.uk](mailto:office@rushwick.worcs.sch.uk)

School number: 01905 422502  
(Please leave a voice message or use text if there is no reply.)

Before and After School Club

Play worker(s)-  
Georgia Roberts  
Hannah Smith  
Ella Dee

Updated Policy: October 2020