

Brunshaw Primary School Burnley



*'Inspiring children to be resilient and aspirational learners,
within a positive and considerate community.'*

After School Care Policy

September 2024

Agreed by Governors: September 2024

Brunshaw Primary School After School Care is open to all children who attend the primary school.

Aims

To provide care for children within the school community that meets the needs of parents/carers.

To provide a happy, welcoming, safe and secure place where all children are valued.

To provide a range of structured play activities to engage and stimulate the children.

Organisation

The After School Care is open Monday-Friday from 3.15pm-6pm.

The club is available for children from Reception to Year 6.

The club is located on the school premises. Parents collect their children via the school office.

Children will be collected from their classrooms by the After School Care leader and taken to the After School Care Provision Area. The children will be offered a light snack and drink.

Children with any dietary requirements will be catered for. Typical activities will include:

Art and craft activities.

Sports activities and team games.

Lego and construction.

Board games.

We ask that no items are brought in from home as After School Care will not be responsible for any loss or damage.

Behaviour

The Positive Relationships and Behaviour Policy will be followed to ensure consistency for the children at After School Care. We expect good behaviour and respect for others.

First Aid

After School Care has access to first aid and members of staff hold a current Paediatric First Aid Certificate. All accidents will be recorded in the accident book and reported to the parents/carers on collection. In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible

Safeguarding

All staff are trained in Child Protection procedures and follow the recording and reporting procedures identified in the Brunshaw Primary School Safeguarding Policy.

Booking

It is essential that pupils are booked into the After School Club in advance on Parentpay.

NO BOOKINGS WILL BE TAKEN AT THE SCHOOL OFFICE OR AT AFTER SCHOOL CARE.

All parents/carers must complete a registration form for each child attending After School Care and sign an agreement to adhere to the terms of this policy (this is completed when a child is first registered for After School Care) Any changes to days must be put in writing to the Brunshaw Primary School with at least two weeks' notice.

Fees and Payments

The fee for After School Care is £8.00 per session. All fees are payable in advance. Payment is to be made via the cashless system (ParentPay). If payment isn't received at the same time as booking, your child's place will not be guaranteed.

Late Collection from After School Care

Collection after 6:00pm will incur an extra charge of £5.00 per 5 minutes.

Cancellation

The only circumstances under which a booking may be canceled are school closures resulting from adverse weather conditions or issues with the school building, such as lack of heating or water supply. In the event of a closure, a member of staff will notify parents as soon as possible. Updates regarding closures due to adverse weather will be communicated through DOJO. Bookings will be transferred or refunds processed where requested

Refunds

When a child is reported absent in the morning or is sent home sick during the day of a booking, their club place will be automatically transferred to another date, and fees will be adjusted accordingly. **No other cancellations will be accepted on the day.**

Please note that the school does not offer refunds if your child fails to attend a pre-booked session for any other reason.

Equal Opportunities

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equal Opportunities policy.

Complaints

All complaints will follow the school's Complaints Policy which can be found on the school website.