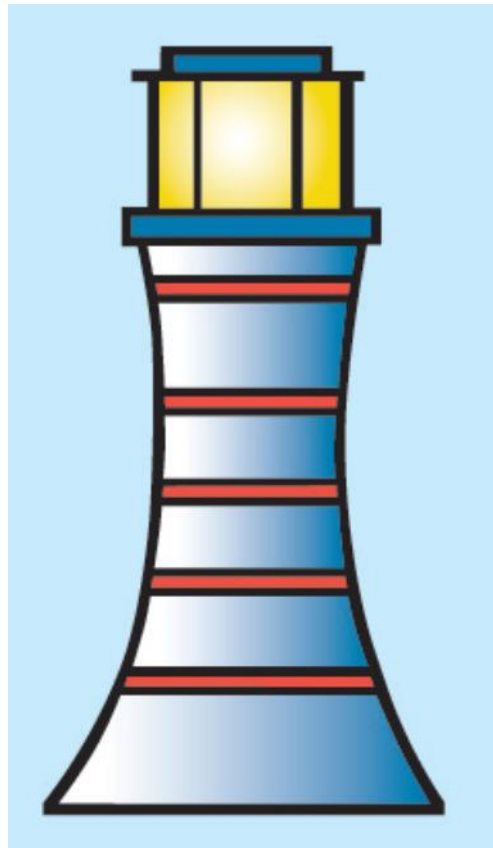


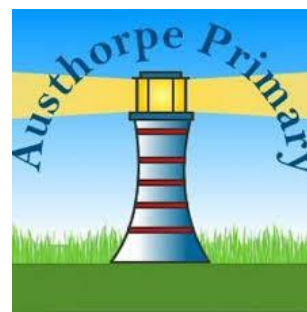
# AUSTHORPE PRIMARY SCHOOL



## Rise and Shine Policy

Reviewed: September 2023

# Before & After School Club Policy



Austhorpe Primary School

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## Introduction

Rise & SHINE Before and After School Club is run by Austhorpe Primary School and exists to provide high quality out-of-school hours childcare for our parents and carers. It provides a range of stimulating and creative activities in a safe environment. These activities include arts and crafts, board games, baking, computing and outdoor games.

The club operates from 7.30am – 8.50am and from 3.20pm - 6.00 pm term time only, The current costs for each session can be obtained from the School Office or Rise & SHINE staff. A copy of this policy is available on the school website [www.austhorpeprimary.org](http://www.austhorpeprimary.org)

## Admissions

- Only children attending Austhorpe Primary School are eligible to attend Rise & SHINE.
- All places are subject to availability.
- The club is staffed by members of the Austhorpe staff
- This policy is available to view via our school website.
- Children's attendance is recorded in a register.
- Sessions should be booked via School Money - giving at least one-weeks' notice.
- Ad hoc sessions can be booked on the day no later than 12noon if places are still available, please contact the School Office on 0113 2640450 or by email [office@aps.rklt.co.uk](mailto:office@aps.rklt.co.uk) or [riseandshine@aps.rklt.co.uk](mailto:riseandshine@aps.rklt.co.uk)

## **Arrival and Departure**

### Before School Club

- Parents/Carers are required to bring their child *directly to club* and a member of Rise & SHINE staff will sign them in. You should enter the club via the gate at the side of the school, using the marked walkways in the school car park.
- A member of R&S staff will escort children into school at 8.40 am.

### After School Club

#### Collection of children from school

- A member of the R&S staff will collect Reception and Years 1 and 2 children from their classroom.
- Years 3, 4, 5 and 6 children will walk via the school playground to the Rise & SHINE building where a member of R&S staff will welcome them.

Rise & SHINE staff will take a register of all contracted children and will liaise with the class teacher, school office or parent to determine any reason why a child is not present. If a parent is collecting their child from a school-based club and the child is due at R&S they should notify a member of R&S staff or the school office that they have been collected.

### Departure

- When a child is collected at the end of or during a session, the time of departure will be recorded by a member of staff.
- Parents should cancel any sessions that are not required via school money giving at least 24 hours' notice. If this notice is not given the full cost of the session will be charged for.
- Sessions will not be charged for if a child is absent from school, through illness.

## **Daily Routine**

### Morning session

- 7.30 am – 8.30 am parents should bring their child / children to Before School Club situated in the Rise & SHINE building (modular annexe) where a member of staff will greet them.
- A freshly prepared breakfast will be available to all children until 8.30am
- At 8.40am, children collect their coats and bags. All children will be escorted into school where they meet up with the rest of the children awaiting the start of school.

### Afternoon session

- 3.20pm Children arrive and are registered at Rise & SHINE.
- 3.30pm Children will be offered a snack / light tea.
- 4pm Children can then choose from a range of play and planned activities, both indoors and outdoors supervised by Rise & SHINE staff,
- 6pm Rise & SHINE closes.

## **Behaviour**

Whilst attending Rise & SHINE children are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Informing parents about individual achievements.

Dealing with inappropriate behaviour:

Inappropriate behaviour will be managed following the school's behaviour policy a copy of this policy can be found on the school website.

If after consultation with parents and the school's senior leadership team, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

### **First Aid**

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of Rise & SHINE staff.
- Accident records must give details of; 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 become unwell during Club will be contacted immediately. If a child is sent home during school hours, Club will be informed of their absence.

### **Staffing levels**

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken. A minimum of two members of staff are on duty at any given time.

## **Missing or Uncollected children**

### Missing children

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child.
- Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services and parents will be contacted.

### Uncollected children

If a child has not been collected by, 6.00pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

**A charge will be levied for late collection. A fee will be applied for late collection from 6.00pm onwards at £5 per 10 minute per child. This charge will be added to the child's school money account.**

## **Payment of Fees**

It is a requirement of the club that parents pay their fees promptly. Fees are to be paid in advance, and payment is due for all contracted sessions.

The parent signing the Parent / Carer contract is known as the 'contracting parent' and is responsible for payment of all fees.

All fees should be paid via School Money or childcare vouchers.

If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

A proportion of wrap around care sessions will be funded through Pupil Premium grant.

## **Related Whole School Policies:**

- Child protection policy
- Equal opportunities policy
- Health and Safety policy
- Behaviour policy