



## Out of Hours Provision - Terms and Conditions



### Introduction

Brooke Primary Academy exist to provide high quality out-of-school hours childcare and educational activities for the parents and carers of primary aged children.

- Our Breakfast Club provides high quality, before school childcare, with an educational focus
- Our 3-2-6 Club provides high quality, after school childcare
- Our holiday club provides high quality, holiday childcare and educational experiences
- Our extra-curricular clubs provide high quality educational activities and experiences

All clubs provide a range of stimulating and creative activities in a safe environment.

Provision is only available to Brooke Primary Academy children during term time, but open to any child of primary age (3 – 11) during school holidays.

### Pupils and ratios

Children aged 3 – 11 (F1 – Y6) can attend Breakfast, 3-2-6, extra-curricular and holiday clubs.

We organise staffing according to the following ratios for Breakfast, 3-2-6 and holiday clubs:

Age	Ratio of adults to pupils
3 – 5 (nursery & reception)	1:8
6 – 11 (KS1 & KS2)	1:20

We always ensure that a minimum of 2 adults are present.

### Dates and Times

#### Breakfast

The Breakfast club operates from 7.30am – 8.45am (start of the school day) during term time

#### 3-2-6 Club

The 3-2-6 club operates from 3.15pm - 6.00pm during term time, and is split into two sessions:

- Session 1: 3.15– 4.30pm
- Session 2: 4.30 – 6.00pm

#### Holiday Club

Our commitment is to offer child care for at least 3 weeks of the school holidays and all teacher training days (usually 5 per year):

The 3 weeks of holiday time will include:

- 1 week during the 2 week Easter holiday
- 2 weeks during of the summer holiday

#### Extra-Curricular

We aim to offer a range of extra-curricular clubs throughout the year. The duration of the clubs vary, however we provide parents with an updated list each half term.



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### Cost

#### Breakfast Club

- £2.50 per session including hot breakfast and cold selection

#### 3-2-6 club

- Session 1 (3.15 – 4.30pm) - £4.50 (includes a snack)
- Session 2 (4.30 – 6.00pm) - £4.50 (includes a snack and light tea)
- Both sessions - £9.00

#### Holiday club

- Half Day\* - 7.30am – 1.00pm OR 1.00 – 6.00pm – £12.50 (includes breakfast and snacks)
- Full Day\* 7.30am – 6.00pm - £25 (includes breakfast, tea and snacks)

\*Children should bring a packed lunch from home with them.

#### Extra-Curricular

- The majority of the clubs provided by school staff are free of charge
- The charge for an external club is decided by the club lead

### Payment

- All sessions must be paid for in advance through ParentMail. We will not admit a child to the club until payment has been made
- For Breakfast Club, fees must be paid by 2pm the day before the provision is required. We appreciate that, on occasion, last minute provision is required and therefore payment must be made before the child attends the club. Breakfast Club is free of charge for pupil premium children
- For 3-2-6 club, booking must be completed by 2pm on the day of provision
- For holiday club, payments must be completed 1 week prior to the club
- Charges for external clubs will usually be paid directly to the company providing the club
- Once payment is made, refunds will not be made if the place is cancelled
- We do not aim to make a profit but also must ensure that we don't make a loss. As a result, we reserve the right to cancel sessions if pupil uptake will not cover our costs. We will regularly review the costs and communicate any increase to parents

### Registration

#### Breakfast Club

- Parents must pay fees prior to sending their child to the club. Payment of fees acts as consent for the child to attend.

#### 3-2-6 Club

- Parents/carers must complete a registration form in advance of booking. The form can be found here [326 & Holiday Club - Brooke Primary Academy](#) and should be emailed to [Br-admin@vennacademy.org](mailto:Br-admin@vennacademy.org)



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- Any changes should be communicated to the school office immediately. A new form may then be required.

### Holiday Club

- A holiday club form must be completed to register your child for the club - [326 & Holiday Club - Brooke Primary Academy](#)

### Extra-curricular clubs

- The school admin team should be emailed at [BR-admin@vennacademy.org](mailto:BR-admin@vennacademy.org) to request a place for your child
- The admin team will contact parents if a place is not available

## Procedures

### Breakfast Club

- Children in F2 – Y4 must be brought to the club by an adult. Children in Y5 & Y6 may be given consent to arrive at the club independently. However, during the winter months we recommend that an adult bring them.
- Entrance to the club is through the side gate into the hall.
- On arrival, the child will be registered by the Breakfast Club assistant

### Duration

- Breakfast is available between 7.30 – 8.20am.
- There will be a range of activities available for the children to play with.

### Departure

- The Breakfast Club assistant will ask the children to tidy away at 8.30am
- The children will be lined up in the hall and walked to their classrooms, by an adult, at 8.45am, ready for the start of the school day.

### 3-2-6 Club

#### Arrival

- Each day, each class teacher receives, in the afternoon register, a list of pupils booked in to attend the club. The teacher will inform the children that they are remaining for 3-2-6 club.
- F2 – Y4 - once all other children have been collected by an adult at 3.15, a school adult will walk the children attending 3-2-6 club to the music room, where a register will be taken.
- Y5 & Y6 - the 3-2-6 club supervisor will collect the children attending 3-2-6 club from their class at 3.10pm each day and walk them to the music room, where a register will be taken.
- Once all of the children have arrived at the music room, the 3-2-6 club supervisor will take a register, liaising with the school office if any child has not arrived.
- Once the register is completed and all children are accounted for, the club leader and club assistant will escort the children to the school bungalow, which is a secure self-contained unit and garden within the school grounds.



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### Duration

- A range of healthy snacks will be available for all children when they arrive at the bungalow. Children staying for the full session until 6pm, will receive a light meal. There is always a second option of a sandwich or similar for children not wanting the light meal.
- A variety of activities will be provided, both indoor and outdoor, dependant on weather. The club offers both structured and play activities. Themed events are held throughout the year

### Departure

- Children should to be collected from the school bungalow. There is a bell on the gate of the bungalow which alerts the staff to your arrival. Alternatively, parents/carers can call 07516 668610
- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector. The time of collection will also be recorded.
- All children in F2 – Y4 must be collected by an adult.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date. We **will not** release children to any one not named on the collection list.
- Children in Y5&Y6 will be allowed to walk home independently, if they have been given permission to do this (permission to walk home at the end of the school day will be transferred to after school clubs, unless parents tell the office otherwise). However, during the months of November, December and January, the child must be collected from the club.

### Holiday Club

- The holiday club is provided from either the school bungalow or hall. This will be communicated to parents prior to the club taking place.
- Parents/carers of children who do not attend Brooke Primary Academy must complete a registration form, prior to the child being admitted to the holiday club. The form can be found at the end of this policy.

### Arrival

- On arrival, the child will be registered by a club assistant.
- Children should remove their shoes to enter the bungalow
- Mobile phones are not permitted. If for any reason a child needs to bring this with them, he/she should hand it to a club assistant on entry and collect at departure. The phone will be stored safely by a club assistant.

### Duration

- Breakfast is provided from 8am – 9.00am
- Children should bring a packed lunch from home. Lunch will take place at approx. 12.00
- A light tea will be provided at 5.00pm.
- A range of healthy snacks will be available for all children throughout the day.
- A variety of activities will be provided, both indoor and outdoor, dependant on weather. The club offers both structured and play activities. Themed events are held throughout the year.

### Departure

- On exit each child will be signed out by a club assistant.
- All children should be collected by an adult.



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### Extra-curricular clubs

#### Arrival

- Each day the club register is updated by the school office. A copy of the register is placed onto the phase brill board.
- At 3.20pm, an adult from EYFS / KS1 and LKS2 will collect the children remaining for clubs and walk them to the club location.
- At 3.10pm, an allocated adult will collect the children attending extra-curricular clubs (plus 3-2-6 club) and walk them to the club location.
- On arrival, the child will be registered by the club lead, who should use the register provided by the school office
- The children may be required to change for the club. This will be organised by the club lead

#### Departure

- All children in year F1 – Y4 must be collected by an adult from the allocated collection point
- Children in Y5&Y6 will be allowed to walk home independently, if they have been given permission to do this (permission to walk home at the end of the school day will be transferred to after school clubs, unless parents tell the office otherwise). However, during the months of November, December and January, the child must be collected from the club.

**Parents must contact the school office directly, in advance, if they do not want their child to attend for one or more sessions. Staff will not take the word of the child.**

#### Behaviour

Whilst attending clubs' children are expected to:

- Use socially acceptable behaviour.
- Abide by the Brooke Primary Academy behaviour policy
- 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.
- Sticker rewards.
- Informing parents about individual achievements.

Dealing with inappropriate behaviour:

- The Brooke Primary Academy behaviour policy will be applied.
- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.



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- If after consultation with parents and the implementation of behaviour management strategies, 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 or at the time if deemed necessary.
- Accident slips will be sent home with children and will give details of time, date and nature of the accident, 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 the clubs will be contacted immediately.
- Accidents that cause injury may be recorded on our school reporting system, 'Every'.

### Administering of Medication & Medical Needs

- Prescribed medication in its original container can be administered by the club teams once a medication form has been filled in and signed (available from the office or from a club assistant during holiday time)
- Medication that is already in school can be transferred to the 326 club and collected from there. *No medication can be administered without it being prescribed by a doctor and in its original, labelled packaging.*
- If regular medication is required or your child has a medical need, please contact the office who can advise what to do regarding care plans.

### 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 supervisors 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 will be contacted and parents / carers informed.

#### **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.

### Safeguarding

- All club staff hold current DBS checks and routinely complete safeguarding training.
- There will always be a first aid trained member of staff present at the club.
- We are committed to our pupil's safety and wellbeing. We aim to provide the children, staff and visitors with a safe, warm and welcoming environment.
- If we have any concerns whilst your child is at the club, a designated safeguarding lead will be made aware.



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- Photos may be taken of children, where consent has been obtained. Photos will only be taken on school Ipads.

### Payment of Fees

- It is a requirement of the school that parents pay their fees promptly.
- Fees must to be paid in advance on Parentpay, and payment is due for all contracted sessions even if your child does not attend their booked session, unless cancelled before 2pm.
- *We operate a no-debt policy at Brooke Primary Academy, therefore any unpaid amounts for either club may result in your child not being able to attend until the debt is repaid.*
- If you are experiencing difficulty with payment of fees, please contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.
- Childcare vouchers are accepted

### Concerns & Complaints

- All concerns and complaints should in the first instance be addressed to the club staff or supervisors.
- If you are unable to resolve your concern / complaint following this, please contact the school business manager, Mrs Gail Twyford on 01405 812200.

### General Information

- All places are subject to availability.
- A registration form must be completed prior to the child's commencement at the club.
- This policy is available to view via our school website.
- All club staff are made aware of the details of any new children. Details are kept confidential
- Children's attendance at the club is recorded in a register.
- All children must be collected from the club by an adult
- A copy of this policy is available on the school website. If you required a printed copy, please contact the school office.

Related Whole School Policies are available on request from the school office:

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



## **Holiday Club Agreement**

This form should be completed by the parents/carers of children who **do not** attend Brooke Primary Academy.

<b>Pupil Details (all information is kept confidential)</b>		
<u>First name</u>	<u>Surname</u>	<u>Date of birth</u>
<u>Address</u>		
<u>Medical information</u>		
<u>SEN information</u>		
<u>Allergies</u>		
<b>Emergency Contact Details – Adult 1</b>		
<u>First name</u>	<u>Surname</u>	<u>Relationship to pupil</u>
<u>Address (if different to the pupil's)</u>		
<u>Telephone number</u>		
<b>Emergency Contact Details – Adult 2</b>		
<u>First name</u>	<u>Surname</u>	<u>Relationship to pupil</u>
<u>Address (if different to the pupil's)</u>		
<u>Telephone number</u>		
If you require medication to be administered to your child, a separate form must be completed. This can be obtained from club staff. Only prescribed medication can be administered.		

- I accept that I am the 'contracting parent' for the above child and agree to make payments to Brooke Primary Academy for use of the holiday club, in advance.

Parent Signature \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_