



Introduction

The before and after school club BERRIES exists to provide high quality wrap-around childcare for our parents. It provides a range of stimulating and creative activities in a safe environment, within our ethos of 'school within a garden'. The club will be run by staff from the school, and led by Mrs Osgood and Miss White (After School Berries) and Mrs Buckley (Breakfast Berries).

The **breakfast club** operates from 7.45am – 8.30am during term time.

The **after school club** operates from 3.15pm - 5.30pm during term time. Children will be taken to the office for collection after this time.

A copy of this policy is provided to all parents of children attending the club and is also available on the school website. An up-to-date price schedule is available from the school office and school website.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending Berrywood Primary School are eligible to attend.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- Previously contracted pupils are welcome to return to Berries provided there are spaces.
- All Berries staff are made aware of the details of a child new to Berries.
- Children's attendance is recorded in a register.

Arrival and Departure

Before School Club

Parents/Carers are required to bring their child directly to Berries and sign them in. There is a separate location for EY/KS1 and KS2 Berries. For KS1, the entrance is via the main hall door. For KS2, children enter via the KS1 playground where an adult will escort them to the Phase 3 building where KS2 Berries is held.

Children will be escorted to their classrooms at 8:30am by the Berries staff.

After School Club

- Children in Reception, Year 1, 2 and 3 will be collected by a member of the club staff directly from their classroom.
- Children in years 4, 5 and 6 will make their way directly to Berries to be greeted by a member of the club staff.
- Berries staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.
- If children attend an extra-curricular club on the same evening that they attend Berries, they should register at the Berries club first and then attend the extra-curricular activity before return to the Berries club. Younger children will be escorted.

Departure

- 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 and the time recorded.
- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.
- 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.
- Parents must inform Berries staff if their child is going to be absent from Berries by phoning the school office or emailing office@berrywoodprimary.co.uk

Daily Routine

Morning session

- Parents bring their children to Before School Club where a range of activities are set out.
- From 7:45am, children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast. Please make sure if your child requires breakfast, they attend before 8:15am.
- 8.20am tidy up time encouraging the children to take responsibility for the environment.
- 8.30am children collect their coats and bags. Children are escorted to their classrooms.

After school session

- 3:15pm - All children collected/make their way to Berries for registration.
- 3.45pm – 4.00pm - children will be given a healthy snack; staff members will sit with the children at this time. Children can then choose from a range of play and planned activities, both indoors and outdoors.
- 5:25pm - tidy up time encouraging the children to take responsibility for the environment.
- 5:30pm – children are taken to the school office for late collection.

Behaviour

Whilst attending Berries, children are expected to follow the school ethos and expectations. Relevant sections of our school behaviour policy will apply including rewards and sanctions.

First Aid

The school first aid and administration of medication policy applies at all times. Parents of any child who become unwell during Berries will be contacted immediately. If a child is sent home during school hours, the school office will inform Berries of their absence.

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.
- Berries 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.

Uncollected children

If a child has not been collected by 5:30pm, 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 6.05pm onwards at £10 per half hour, per child.

Payment of Fees

Fees are to be paid half termly in advance and payment is due for all contracted sessions even if your child is unable to attend their booked session* with the exception of the KS2 breakfast club which is pay-as-you-go.

The parent signing the club's registration form is known as the 'contracting parent' and is responsible for payment of all fees.

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.

It is possible to pay fees via Scopay. This can be accessed via the internet, app or at the school office.

We are also willing to take childcare vouchers or payments through the government tax free childcare scheme. Please contact the school office to arrange this process. Cash or cheques are also welcomed.

*We require four weeks' notice to cancel and/or change sessions. Changes will only be accommodated subject to availability. **Any change or cancellation after this point is non-refundable.**

Failure to clear your account by the end of the half term that your child has attended will result in a £10 late payment fee.

If an account is not subsequently cleared within a two-week period, consideration will be given to withdrawing the place

Access arrangements

Whilst we hope all pupils can access our out of school provision, we look at each acceptance into Berries wrap-around care on a case-by-case basis. A risk assessment will be conducted for pupils with additional needs to ensure our Berries wrap-around care provision is able to meet the need of pupils and to ensure there is sufficient staffing and support in place. In accordance with the Equality Act 2010, we will make reasonable adjustments to meet needs of all pupils. Where we feel we are unable to make necessary adjustments, we may have to withdraw or deny provision in line with the Children and Family Act 2014.

Staffing Ratio's

In order to comply with regulations and recommendations, the following adult to child ratios will be applied to our wrap-around care:

Children aged 4 – 8 a ratio of 1:8

Children aged 8 – 11 a ratio of 1:10

Related Whole School Policies:

The before and after school club is an extension of the school, so all school policies apply to the running of this provision. Of particular note are:

- Safeguarding and Child protection policy
- Equal opportunities policy
- Health and Safety policy
- First aid and administration of medicines
- Online safety policy
- Charging policy
- Debt Collection policy