



Castleford Park Junior Academy

Medley Street
Castleford
West Yorkshire
WF10 4BB

Tel: 01977 518959
www.pjacademy.net

Castleford Park Junior Academy Before and After School Club Policy

Purpose of the policy:

- This policy details the terms and conditions that parents/carers agree to adhere to by signing the Before and After School Club contract or allowing their child to attend the club sessions.
- The policy details how the school delivers a Before and After School Club which is affordable, sustainable and of quality; and the obligations parents/carers and attendees have as a user of the club.

Aims

Through our School Club, we intend to:

- Provide opportunities for fun, enjoyment and learning through a range of activities.
- Encourage children to develop friendships between age groups, improve their independence and work together co-operatively.

Hours

- Breakfast Club runs during term time only (excluding inset days) Mon-Fri, from 08:00 until school start time. Children must be brought to the Leake Street entrance from 08:00 onwards with parents/carers waiting with them until they have been booked in by a member of staff.
- After school Club runs during term time only (excluding inset days) Mon-Fri, from school finish time until 17:30. Parents/Carers can collect their child from the Leake Street Entrance at any time from 15:05 to 17:30 but must ensure they have been signed out by a member of staff before leaving school premises.
- Places are allocated on a first come first serve basis and all spaces are subject to availability based on staffing ratios. In order to secure a place please pay for any sessions in advance by ParentPay and book specific dates through ParentPay no later than Thursday of the previous week to allow activities and resources to be planned based on the number of attendees.
- Although children can be collected at any time during club opening hours, the fee is fixed and there will be no discount for collections earlier than official club finish times.
- The club is open to all CPJA pupils providing they adhere to the terms and conditions of this policy.

Admission, booking procedures and payment of fees

- Contract forms, available from the school website must be completed and returned to school prior to a child attending the clubs.
- Club slots must be booked and paid for in advance via ParentPay, no later than the Thursday before the week of attendance.
- Any slots cancelled less than a week in advance will be chargeable.
- One-off slots can be booked via ParentPay if space is available but must be booked and paid for by the Thursday of the previous week at the latest to ensure staffing ratios can be maintained.



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- Should you no longer wish your child to attend Before or After School Club, you must give at least one full week's notice in writing so that we can remove your data from club records.
- Fees must be paid through ParentPay in advance of your child attending the club.
- If a session has not been booked or paid for in advance, the child will not be able to stay and a member of staff will advise you to arrange immediate collection of your child.
- In the unlikely event that there is debt against any payment item of the pupil's ParentPay account exceeding £20 (including dinner money); the parent/carer will be notified that the attendees place in the club will be cancelled until all fees have been paid or an agreed payment plan is in place and adhered to. The place may be reinstated once all outstanding debts have been cleared, in agreement with a member of the leadership team, and subject to availability.

Absence

- If your child has been booked into Before or After School Club in advance and they are absent from school for any reason on the day of that booking, the fees are still payable and refunds cannot be provided.
- If your child does not attend a pre-booked session & their place has not been cancelled via ParentPay up to the Thursday before the following week's session; the cost of the session will not be refunded as staffing costs have been incurred and that place cannot be booked by another pupil at short notice.

Venue

- Before and After School Clubs are based in the Shared area in the centre of school. Different activities are carried out in other locations within the school premises; some of which may be outdoor.
- Attendees must be dropped off at & collected from the Leake Street entrance. A door bell will be situated there to notify staff of your presence but we appreciate your patience as it may take staff a few minutes to get to the door while sessions are in progress. Your child will then gather their belongings and be brought to you for signing out.
- If School Club is being based in a different location, such as during parent consultation evenings signs will be displayed informing parents of where to collect their children.

Register and Collecting

- A register of children will be pulled from ParentPay based on advance bookings made by parents/carers the previous week. Club staff will then check attendees against this register at the start of each session. Parents will be contacted and asked to collect their child immediately if they have attended without being booked onto a session.
- If your child is booked on to a session, but unable to attend for any reason please notify school staff – Tel: 01977 518959 as they have a duty of care to check that your child is safe if they are on the register but have failed to attend a club.
- Attendees must be dropped off at & collected from the Leake Street entrance. A door bell will be situated there to notify staff of your presence.
- If children are in a different location (e.g. classroom, playground) a member of staff will arrange for them to be brought to the Leake Street entrance for collection.



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- Parents/Carers are required to sign their child out when collecting them. They must always inform a member of staff before leaving with their child.
- If a parent is unable to collect their child as arranged, they must call school immediately.
- If someone else will be collecting a child, staff must be informed by telephone.
- Each family must agree a password with school club staff, to be used by other adults collecting their child. This password should be provided by parents on the completed contract form.
- No child of any age will be permitted to leave the club on their own without being signed out by a responsible adult with the necessary password and notification.

Late collection

- If a child has not been collected by 5:30pm, named contact one will be contacted in the first instance by telephone. The second contact and any additional contacts parents have provided to school will be telephoned if contact one is unavailable. If these contacts are unavailable and the child is not collected within 30 minutes, Social Care Direct would be informed as the next point of contact.
- If a child is collected late from club, a charge of £5 will be made for every 15 minutes beyond the collection time. This will commence from the third time the child is collected late.
- We follow the Wakefield Safeguarding Children Board Policy and Procedure for Children not collected from school at the end of the school day which could result in Children's Services involvement.

Snacks

- Children will be provided with a sandwich or equivalent and healthy snack during the session. Children may be involved in the selection and preparation of their own snack as one of the club activities to build independence.
- Fresh drinking water is available to the children at all times.

Activities/ Provision

- A range of activities are planned each session for the children in After School Club. These may include role-play, creative crafts, reading, cooking, computers/iPads, learning & discovery, outdoor activities, movies as well as an opportunity to complete homework.
- The age of the children is considered when planning activities to ensure they are appropriate.

Behaviour

- Children, parents/carers and staff are expected to follow the School's policies and procedures, including the Behaviour policy. The Club Leader will communicate any issues to parents/carers in accordance with school policies and only in extreme cases will a child be excluded for a fixed term or permanently if their conduct or the conduct of their parent/carer does not meet the expected standards.



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Health & Safety

- Staff must follow the Castleford Park Junior Academy Health and Safety, E-Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- Staff will adhere to documented procedures in the event of an emergency such as fire evacuation. All staff must keep up to date with applicable policies and procedures.
- In case of an emergency, a member of the Senior Leadership Team will be informed immediately and procedures followed.

First Aid/Medical Needs

- There will be a qualified first aider on site during all sessions.
- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded in accordance with accident recording protocol and a medical form will be completed. The accident will be reported to the parent/carer when collecting their child or the relevant emergency service and/or parent/carer will be contacted in the event of a medical emergency.
- Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- Parents/Carers must make Club staff aware of children who have medical conditions or Individual Health Care Plans if they could impact on the child during normal running of the Club.
- Medicines will not be routinely administered by Club staff; alternate arrangements should be made by parents/carers if their child requires medication during this time.
- Parents/Carers are responsible for informing Club staff of any medical conditions, allergies or special educational needs that could impact on their child during the normal running of the club.
- Parents consent to staff having visibility of medical alerts & photographs to easily identify attendees with medical conditions such as allergies.

Staffing

- All staff will adhere to the Castleford Park Junior Academy Staff Code of Conduct and school policies.
- The maximum number of children will not exceed recommended ratios.
- All School club staff are DBS checked and attend Safeguarding training. All staff must be familiar with Child Protection and Safeguarding Policies and related documents and be clear about how to deal with safeguarding concerns.
- Staffing arrangements are considered to meet the needs of children who have special needs.
- The club will be led by a Level 2 or higher qualified member of staff. In the event of the Leader being absent, an experienced member of staff will lead the club and a senior member of staff will remain present on the school site.



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Cancellation:

- The school reserve the right to cancel Clubs by providing 4 weeks' notice in writing to attendees.
- In the event that the Club has to be cancelled due to an emergency or event affecting availability of premises or staff; attendees will be notified as soon as possible and reimbursed for cancelled sessions. Alternative provision will be arranged wherever possible in accordance with Business Continuity Planning.

Enquiries relating to clubs should be directed to Club staff or by contacting the main school office
Tel: 01977 518959

This policy was ratified by Governors on:

Signed by Head teacher:

Date 13/07/18

Signed Chair of Governors:

Date