

Member of staff responsible: Principal & Wings Leader  
To be reviewed annually

## Wings Before & After School Club Policy

### Introduction

Wings before and after school club is run by Longford Primary Academy to provide high quality, affordable wrap around care for our working parents. It is an extended school activity designed to allow children to be in school before the school day begins and after it finishes, Monday to Friday during term time only. Children are offered a choice of food and drink at both breakfast time and after school. They are encouraged to be independent and to make decisions for themselves about their choice of food, drink and informal activity. We encourage the children to develop social skills through play as a whole group or in small groups. We provide a range of stimulating and creative activities in a safe environment.

### Before and After school charging

- From 7.30am - 8.45am with breakfast £5.00
  - From 8.15am - 8.45am NO breakfast £3.00
  - First session 3pm - 4.30pm £5.00
  - Second session 3pm - 5.30pm £8.00
- \*Both served with afternoon snacks

***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.***

### Before school club

- The club is open from 7.30am and parents are required to bring their child/children directly to the club. Parents should enter via the main reception.
- Staff will be alerted to your arrival when you press the bell situated on the right of the interior door at the main entrance.
- Your child/children will be welcomed into the KS1 hall by a member of wings staff, and you will sign your child/children in.
- Breakfast ends at 8.15, children wishing to have breakfast must arrive before this time.
- 8.35am tidy up time encouraging children to take pride and responsibility for their environment.
- At 8.45 children line up in years 1-6, and wait for a member of staff escort them over to their class room (KS1) or the KS2 building. EYFS children will be taken directly to their classrooms by a member of staff.
- The child's details are kept securely in line with current GDPR guidance.

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- An additional emergency contact name and address is kept in the school office. It is the responsibility of the parents to ensure that staff are informed of contact changes.
- Parents must inform the club staff if their child is absent from school or will not be attending.

E-mail: [wings@longford.sch.uk](mailto:wings@longford.sch.uk) (07852347765)

## After school club

- 3.00pm EYFS and KS1 children are taken into KS1 hall by a member of staff.
- 3.10pm KS2 children assemble in KS2 hall with a member of wings staff who then escorts them over to KS1 hall.
- A warm snack and a drink will be offered to the children and will then be able to choose an activity.
- Where a child attends a planned activity after school (before entering wings) they will be offered a snack upon arrival and full charges apply.
- Parents will need to authorise any additional carer to collect their child, the child will only be handed to the person/persons on file and will be asked for password.
- When collecting children at the end or during a session, they must be signed out by the parent/carer or named collector and the time recorded.
- There is a direct number for the after school club to be used by parents in an emergency; 07852347765
- Parents must inform staff if their child is absent from school or will not be attending.

**In case of a fire the register will be taken with a staff member and children to the fire point on KS1 playground.**

## First Aid

- All accidents occurring in Wings will be recorded in the school accident book, and reported to the parent/carer upon collection and signed by a member of wings staff.
- Accidents recording and reporting will be in line with school policy.
- There will always be at least one qualified first aider on site.

## Behaviour

- Children attending our before and after school club are expected to behave according to the expectations set out in the school behaviour policy.
- Children are expected to show a good standard of courtesy and behaviour at all times.
- If there are any concerns with behaviour, then parents will be contacted.
- If any disruptive, rude or dangerous behaviour continues the club has the right to exclude the child from the provision.

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## Uncollected children

- If a child has not been collected by 5.30pm parents will be contacted by telephone.
- If these contacts are unavailable, after approximately 30 minutes, the police and social services will be informed.

A charge will be levied for late collection. A fee will be applied for late collection as follows:

- Late collection from 4.30pm-5.30pm will incur a charge of £5 per every five minutes, payable immediately.
- Late collection after 5.30pm will incur a charge of £5 per every five minutes, payable immediately.
- Early drop offs to breakfast club will incur a charge £3, payable immediately.

## Staffing and supervision

- The children are adequately supervised at all times in accordance with recommended ratios.
- All members of staff are DBS checked.
- Staff on site will hold a current first aid certificate and at least one member on duty have attended the food hygiene course.

## Payment of fees

- The parent completing the club registration form is known as the 'contracting parent' and is responsible for the payment of all fees.
- Any parent experiencing difficulty with the payment of their fees should contact the Principal to discuss this. All conversations will be treated with complete confidence.
- Payment must be made in cash or via Parent Pay.
- Childcare vouchers will be accepted.
- Sessions must be paid for in advance. If payment is not received before the booked session, children will not be able to attend club and will lose their childcare place.
- Weekly payments are accepted as long as payment is regular and in advance of session.
- Late payments will receive a late payment charge of £7.50 per week.
- Monthly invoices will be available on request.
- No refunds can be given for booked sessions.

## Emergency bookings

These will be considered depending on child/staff ratios and ONLY in emergencies.

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## Attendance

- We will try to be as flexible as possible to accommodate any working patterns of parents, however this can only be done on a routine basis.
- Places can only be given once the completed registration and policy forms have been returned.
- Club requires at least 1 weeks' notice if sessions are to be cancelled permanently and this should be in writing.

## Risk assessment

A risk assessment has been carried out for the after school club.

## Policies

The club is subject to the school's policies and procedures. Copies of all policies are available from the school office on request.

## Miscellaneous

NO mobile phones are to be present when dropping off or collecting children.

No personal toys in club.

Any deliberate breakages to club property will require replacement.

## Wings Policy Agreement

I .....parent/carer of .....  
have read and accept a copy of Wings before and after school club policy and agree to abide  
by the terms there in.

I accept that I am the 'contracting parent/carer' for the above child/ children and agree to  
make payments to Wings Before and After School Club each month or week, before my child  
takes their sessions.

Parent signature..... Date.....

Print Name.....

**Please remove this section after signing, and return to wings staff.**