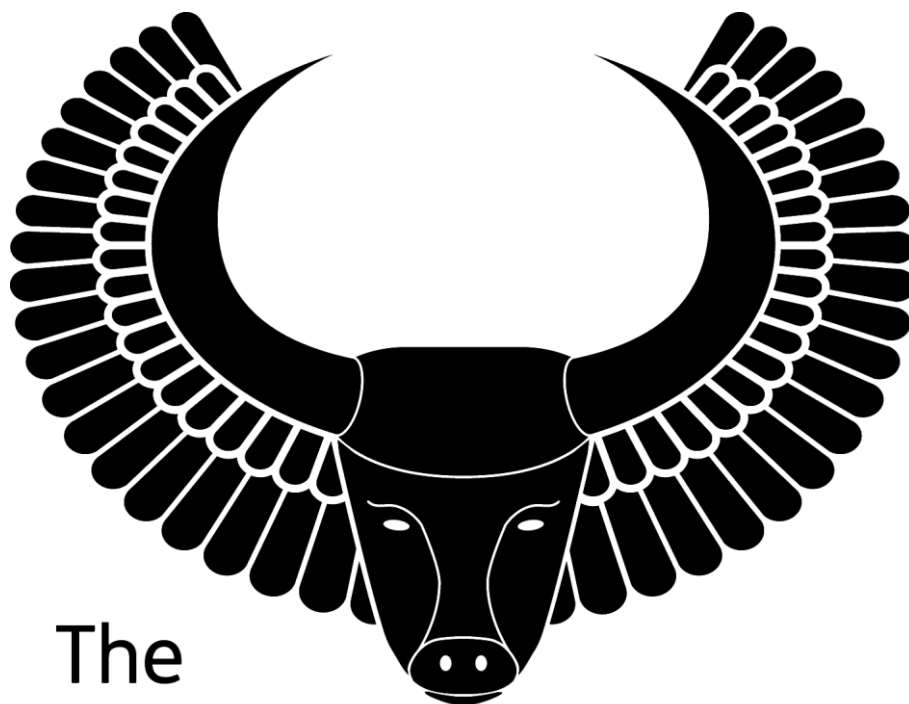


# **The Flying Bull Academy**



The  
**Flying Bull**  
Academy

**Breakfast and After School Club Policy**

**March 2022**

<b>Revised by School</b>	Spring 2022
<b>Responsible Person</b>	Viv Kies (acting head teacher)
<b>Responsible Committee</b>	Full Governing Body
<b>Ratified by GB</b>	
<b>Next Review</b>	Autumn 2024



## THE FLYING BULL ACADEMY

### A distinctive vision

Everyone in our school community deserves to be cared for unconditionally and valued equally as a unique person. In our learning, in our work, in our relationships and in the ways in which we organise our community we are committed to aiming for success in everything we do.

### An ethos of local partnership

The Flying Bull Academy and the University of Chichester Academy Trust share the belief that education has the power to transform society. Our school is deeply rooted in its locality and encourages the involvement and interest of parents/carers and the community, recognising that strong and vibrant communities have partnership and inclusion at their heart.

# **Breakfast and After School Club Policy**

## **Introduction**

Breakfast Club and Flyers 'til Five are run by The Flying Bull Academy and exist 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.

Breakfast Club operates 8:00am – 8.45am and Flyers 'til Five 3.00pm - 5.00pm term time, and current costs for each session can be obtained from the School Office or on the website. A copy of this policy is available on the website. If you would like a paper copy, please ask a member of the office team.

## **Admissions**

- Only children attending The Flying Bull Academy from Reception to Year 6 are eligible to attend Club.
- All places are subject to availability and must be booked and paid for in advance through the office
- All parents can access this policy through the school website.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

## **Arrival and Departure**

### **Before School Club**

- Parents/Carers are required to bring their child to the Academy reception and sign them in.
- Children should not be left before 8am.
- Children will be sent to their classes at 8:30am.

### **Flyers 'til Five**

- KS1 staff will deliver children to the club at the end of the school day.
- KS2 children will be sent to the club at the end of the school day.

The club 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.

### **Departure**

- When a child is collected at the end of or during a session, they must be signed out by a parent/carers or named collector and the time recorded.
- The parent/carers 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 Club staff if their child is going to be absent from Club.

## **Behaviour**

Whilst attending Club 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.
- Follow the usual school rules and expectations
- Enjoy their time at the Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.

Dealing with inappropriate behaviour:

- 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/carers to formulate clear strategies for dealing with persistent inappropriate behaviour.

If after consultation with parents/carers a child continues to display inappropriate behaviour, the Club may decide to refuse the child access to the club. The reasons and processes involved will be clearly explained to the child and their parent/carer.

## **Staffing Ratios**

For out of school clubs in which the youngest children are of reception age or older, the statutory minimum staffing ratio is 1:30, for children up to the age of eight.

- We aim to operate a 1:8 ratio for children up to the age of eight
- We aim to operate a 1:10 ratio for children up to the age of 10

## **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 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 member of staff trained in first aid and more serious incident will be dealt with by a qualified first aider.
- Parents/carers 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. You can request a refund via the office in this instance.

## **Uncollected children**

If a child has not been collected by 5.00pm parents/carers will be contacted in the first instance by telephone. The additional contacts parents/carers have provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, the school's DSL, police and Social Services will be informed.

If a child has not been collected at the end of the school day (3pm) they may be placed in after school club at 3:10pm. This will incur a charge at the usual rate.

**A late collection charge will be applied for any collection after 5:05pm (see website for current late collection charge).**

## **Payment of Fees**

It is a requirement of the club that parents/carers pay their fees in advance of the session and at the time of booking, through the school office. This is nonrefundable.

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.

Related Whole School Policies:

- Child protection policy
- Equal opportunities policy
- Health and Safety policy
- First Aid policy
- Relationship and Conduct Policy