

Rushwick Primary School Parents' Policy
For Breakfast & After School Club (Little Stars)

Aims

To provide a safe and secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

Organisation

The clubs are run under the direction of Rushwick CE Primary School.

Safeguarding Statement

We recognise the important responsibility for Safeguarding and Promoting the Welfare of children:

- Staff recruitment and selection follows the Safe Recruitment Procedures
- By raising awareness of safeguarding issues and equipping children with the skills needed to keep them safe
- By developing and implementing procedures for identifying and reporting cases, or suspected cases of abuse
- By supporting pupils who have been abused
- By establishing a safe and nurturing environment free from discrimination or bullying, where children can learn and develop happily
- Because of their day to day contact with children, all clubs' staff recognise that they are ideally placed to observe the outward signs of abuse. Staff will therefore:
 - Report any inappropriate behaviour/ activities to designated staff
 - Establish and maintain an environment where children feel secure are encouraged to talk and are listened to.
 - Ensure that children know that they can approach any adult in school if they are worried and they will receive a consistent, supportive response

Little Stars After School Club (ASC)

Little Stars After School Club is open from 3.15pm until 4.15pm or 5.30pm Monday to Friday, during term time (not on inset days or when school is otherwise closed). The club is based within Rushwick School and is able to make full use of the playground, the field, the wooded area and play equipment.

Little Stars ASC follows the play-work principles; children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available which could include crafts, board games, construction, physical play and reading.

The food provided at Little Stars ASC is not intended as a substitute for a main evening meal. Little Stars ASC provides healthy snacks, including fresh fruit and vegetables. Independence is promoted by encouraging the children to prepare their own snacks, and to clear away after themselves. Fresh drinking water is available at all times. Little Stars ASC will meet individual dietary requirements and parental preferences wherever possible. Little Stars ASC recognises the importance of healthy nutrition for children delivered in a calm, friendly setting. Little Stars ASC is staffed by play workers each day. All staff members are DBS checked. If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child.

Little Stars (ASC) and Extra-curricular clubs.

Children attending Little Stars ASC will be able to take part in the extra-curricular clubs offered by Rushwick Primary School. Once an extra-curricular club has finished, children will be escorted to the Little Stars and will be charged based on the collection time.

Breakfast Club (BC)

Little Stars BC is open from 7:30 until 8:45am Monday to Friday, during term time (not on inset days or when school is otherwise closed). Little Stars BC is based at Rushwick School, with access to a corner of the school hall. BC is able to make use of the playground before 8.30am. BC follows the Playwork Principles; children are free to choose activities and resources as they wish. Little Stars BC provides ingredients for a healthy breakfast and this can be a substitute for breakfast at home.

Please arrive before 8:15pm if your child requires breakfast.

Little Stars BC promotes independence by encouraging the children to help prepare their own meal and to clear away after themselves. Fresh drinking water is available at all times. Little Stars BC will meet individual dietary requirements and parental preferences wherever possible. Little Stars BC recognises the importance of healthy nutrition for children delivered in a calm, friendly setting. Little Stars BC is staffed by one play-worker each day. All staff members are DBS checked. If you have a query or concern at any time, please speak to a member of staff at the club when you drop-off your child.

Terms and Conditions

Admission

The Clubs aim to be accessible to children and families from the community of Rushwick Primary School.

All bookings and cancellations should be made via the School Gateway app. All bookings need to be made on the Wednesday before the week commences.

The club will use the school's admission details as our contacts. This information will be treated as confidential and will be stored appropriately.

Fees

The current fees are:-

Breakfast Club	£5/ £6session
After School Club	£5/£10 session
Pupil Premium Discount	50% per session
Late collection charge	£5 for each or part of 10 minutes

All sessions must be paid for via the School Gateway app at the time of booking. If your child attends a session that has not been paid for in advance we will request the fees due are paid within 30 days. Failure to pay the outstanding fees within this time will result in your child being unable to attend Little Stars until the debt has been cleared.

The only exception to this are families who wish to pay using childcare vouchers. Fees will be payable in arrears to Worcestershire County council. You will be invoiced on a monthly basis.

If you having difficulty paying for the fees please speak in confidence to the School Finance Administrator.

Arrivals and departures for Little Stars After School Club.

Our staff will collect Reception and Key Stage One children from their classrooms and escort them to the Little Stars room. A register is taken when children arrive in our care, and you must sign out your child each day when you collect them. We expect that your child will normally be collected by the people you have named on the contact forms we hold in school. If you need a different person to collect your child on a particular day you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation.

If your child remains uncollected after 5.45pm and you have not warned us that you will be delayed, and if we have been unable to reach you or any of your emergency contacts, we will follow our uncollected children policy and contact the Social Care team/police.

Child protection

We do our utmost to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see Rushwick Primary School's Safeguarding Policy. The school's Safeguarding policy applies to the whole of the school's workforce along with volunteers, governors and any contractors working on the school site.

Equal opportunities

Little Stars will provide a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We respect the different racial origins, religions, beliefs, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices
- We will not tolerate any form of racial harassment.

Special needs.

Little Stars will make every effort to accommodate and welcome any child with special needs. The clubs will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

For more details on equal opportunities and special needs, see our Equality Policy.

General Information

Behaviour

We will not tolerate from any person (whether a child, parent, carer or visitor) any bullying, aggressive, confrontational or threatening behaviour; or any behaviour intended to result in conflict. Our clubs are a place of safety and security for the children who attend and for the staff and we reserve the right to exclude anyone

exhibiting inappropriate behaviour from our premises children and staff have created rules for acceptable behaviour whilst at the clubs.

We encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities The Clubs have procedures for dealing with unacceptable behaviour.

We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. We will try to be flexible in order to accommodate such cases. However, if your child's behaviour is unmanageable, we may require you to collect them from the Club straightaway. In some circumstances, and only when other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Clubs.

See our School Behaviour Policy for full details.

Illness

The clubs are unable to care for children who are unwell. If your child becomes unwell whilst at one of the clubs we will contact you and ask you to make arrangements for them to be collected at the earliest opportunity.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times and the clubs are fully insured. If your child has an accident whilst in our care, you will be informed when you collect your child or immediately if we are concerned about the injury.

Medication

If your child needs to take any inhalers or epi pens whilst at one of the clubs you will need to complete a Medical Needs Administration form available from the school office (open 8:30-3:30). Please ensure that you also notify Little Stars club directly, if applicable, so that the staff can ensure that the medication is collected from the medical cabinet.

Please note: Prescription & Non-prescription medicine of any sort (including homeopathic items) will NOT be administered

See Rushwick Primary School's Managing Medical Needs and Administration Policy for more details.

Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to one of the club supervisor's. If necessary please speak to the Headteacher.

See Rushwick Primary School's Complaints Policy for more details.

Contact Information

App: [School Gateway - The App for Parents to Interact With Their School](#)

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