

# George Spicer Primary School



## George Spicer Primary School Breakfast and Afterschool Club Policy

The George Spicer Breakfast and After School Club (BASC) exists to provide high quality out-of-school hour's childcare to support parents and carers. The clubs provide a range of stimulating and creative activities in a safe environment.

Breakfast club operates from 7.30am-8.50am and After School Club from 3.15-5.55pm during term time. Current costs for each session can be obtained from BASC staff. An electronic copy of this policy is provided to all parents attending club and is also available on the school website.

All parents/carers must complete a registration form for each child attending BASC and sign an agreement to adhere to the terms of this policy. This is completed when a child is first registered for BASC.

Any amendments to pre-registered days must be emailed to [basc@georgespicer.enfield.sch.uk](mailto:basc@georgespicer.enfield.sch.uk)

### **Admissions**

- Only children attending George Spicer Primary School are eligible to attend BASC
- All places are subject to availability
- The registration process must be completed prior to the child's commencement at BASC at least 1 week in advance where possible
- Non-contracted pupils are welcome to use BASC provided there are spaces on the day at an additional cost of £15 and parents/carers have previously completed the registration form
- All BASC staff are made aware of the details of a new child
- Children's attendance is recorded on a register
- The school operates on a 1:10 staff ratio at Kimberley Gardens and 1:15 ratio at Sketty Road
- Maximum number of children who can attend a session is 60 at Kimberley Gardens and 90 at Sketty Road
- Please be aware that due to the demand for spaces, you may be placed on a waiting list until a space becomes available.

### **Arrival and Departure**

Breakfast Club - Parents must bring their children to the office foyer where they will be signed in by the Receptionist/member of staff in the office.

After School Club -When a child is collected the parent/carer or named collector must inform a member of staff that they are collecting and signing out a child from the hall.

Parents/carers must ensure that any person who may collect their child is listed on the registration form and that this information is kept up to date.



## **Daily routine**

### Breakfast Club

- Breakfast club opens at 7.30am. Parents drop children off in the foyer where they must sign in.
- Food (toast, cereals) is served from 7.30am until 8:30am.
- At 8:45am pupils in Reception, Years 1 and 2 are taken to their classes.
- At 8:55am pupils in Years 3-6 are sent to their classes

### After School Club

- Opening time is from the end of school until 5:55pm. Any collection after 6pm will incur a late collection charge of £15 and £5 every 15 minutes thereafter.
- Reception to Year 2 pupils are taken to BASC by with the class teacher or support staff at the end of the school day and signed in by a BASC staff member.
- Pupils in Years 3-6 sign into ASC with a member of the ASC staff team.
- A snack and drink are served from 3.20-4.00pm.

## **Behaviour**

The school's Behaviour Policy, available on our website, will be adhered to throughout the Breakfast and After School Club sessions. You can find the link to our policy [here](#).

If a child continues to display poor behaviour choices, the BASC may decide to suspend the child for a fixed period of time with agreement from the Deputy Headteacher/Headteacher. The reasons and processes involved will be clearly explained to the child and their parent/carer and you may receive a letter regarding this. On this occasion you will still be charged for your child's place should you wish them to return following the suspension.

Attendance at BASC is consistently reviewed to ensure that it meets the needs of the children. If we believe that attendance at Breakfast Club or Afterschool Club is not supporting the emotional well-being and development of your child, their self-esteem or confidence or that it is impacting adversely on their learning or progress throughout the school day, we will review their attendance. Following this, as a school, we may take the decision to reduce the number of sessions they may attend or even stop them from attending for a period of time.

## **First Aid**

- All incidents are dealt with by a qualified First Aider
- All accidents are recorded in the Welfare rooms' accident reporting book, and relayed to the parent/ carer upon collection
- Parents of a child who becomes unwell during BASC will be contacted immediately. If a child is sent home during school hours, BASC will be informed of their absence

## **Uncollected children**

If a child has not been collected by 5.55pm, parents will be contacted in the first instance by telephone. Then additional contacts that parents have provided will be telephoned. If these contacts are unavailable the school will follow its late procedures which may involve contacting the police and social services.

**A charge will be levied for late collection. A fee of £15 will be applied from 6:00pm then £5 thereafter for every 15 minutes.**



### **Payment of Fees**

The school operates a zero-debt policy. You'll find the link to our Debt Policy [here](#).

Fees are due in advance, ahead of the new half/term starting and can be paid by the following forms of payment:

- Arbor Payments (card payment)
- Childcare vouchers
- Tax Free Childcare

**Please be aware that, under HMRC rules, any overpayment of childcare vouchers cannot be refunded directly to parents due to the tax benefits received on purchase.**

Please let the school know the company that you will be using so that these can be linked to your Arbor account.

- Fees will be the responsibility of the person named on the registration form.
- Booked places are to be paid for even if the child does not attend
- Two weeks written notice is required if you no longer require your BASC place or wish to reduce attendance. Fees are payable during this notice period.
- Ad-hoc sessions can be booked if availability allows at an additional cost of £15 and must be paid for in full ahead of the session. You must give at least 48 hours' notice of cancellation or you will be liable for payment of the additional session.
- Fees are reviewed periodically. Any changes to the fees will be notified to you at least one calendar month in advance.
- No fees are payable on school closure days.

**If payment is not received by the due date on 2 or more instances; a payment schedule will be arranged in agreement with the parent/carer and the school's Finance Officer.**

**Any missed payments whilst on the payment schedule, will incur immediate termination of your child's place.**

If a family is experiencing difficulty with payment fees, they should contact the BASC Manager/Finance Officer immediately for a confidential meeting, if necessary.

### **Contact Information for BASC**

BASC Manager: Mrs M Cassidy

Deputy Managers: Mrs K Ranger and Ms D Alleyne

Finance & Business Officer: Ms J Gaynes

BASC Telephone: 0208 3631406 (3) Sketty Road and (4) Kimberley Gardens, available from 7.30am – 8:00am & 4:00pm – 5.55pm. From 8:00am – 4:00pm calls will be answered by the School Office.

**The Deputy Head teachers for each school site oversee the running of BASC.**