



# **‘Acorns’ Before and After School Club Policy**

## **Terms and Conditions**

Acorns is an extension of our school day and will provide quality care for pupils on roll at Fairways Primary School.

Acorns is governed by Fairways Primary School and follows the adopted policies and procedures of the school.

**Opening Times** - Term time only (except Non-Pupil Days)  
Before school from 7.45am  
After school until 5.30pm

All staff are employed by Fairways Primary School in accordance with OFSTED regulations which require Disclosure and Barring Service checks to be carried out.

Please save the Acorns direct number, **07311629597** in your phone in case you wish to contact **Acorns between 4.00pm and 5:30pm**. All other contact can be made with the school office on 01702 525693.

## **OPENING AND CLOSING TIMES**

Acorns is open during term time Monday to Friday (except Non-Pupil Days).

Acorns Before School Club is open from 7.45am until the school day starts. Children will be collected by staff from the front playground at 7.45am.

Acorns After School Club is open from the end of the school day until 5.30pm.

Children in Reception, Year 1 and Year 2 will be collected from their classroom by Acorns Staff.

Children in Year 3, 4, 5 and 6 will make their way to Acorns After School Club to register.

Parents/carers must collect their child by 5.30pm (a charge of £5 per every 5 minutes will be charged if the child is picked up late).

## **REGISTRATION**

Parents are required to complete a Registration Form on ParentMail providing the contact details of 3 adults who can be contacted in the event of an emergency. In addition, we ask you to provide any medical information including allergies and/or intolerances. All children must be registered with Acorns prior to attending the Acorns After School Club. Please note that by completing a Registration Form does not guarantee your child a place.

## **FEES AND BOOKING**

Acorns Before School Club costs £3 per session per child from 7.45am until the start of the school day. There are a maximum of 20 places per session.

Acorns After School Club costs £9 per session from end of the school day until 5.30pm. There are a maximum of 20 places per session (except Friday when 10 places are available)

ParentMail allows bookings to become available to view and purchase at least 3 weeks in advance and will close 7 days before the start of each week.

Fees are payable at the time of booking via ParentMail > Payments > Shop > Acorns Before School Club / Acorns After School Club – see guide on p8.

Please note that we cannot offer refunds on incorrect bookings.

## **EXAMPLE SESSION**

### **Acorns Before School Club**

Children will be collected by a member of staff at 7.45am from the school office and taken to Oak Hall for registration.

Children will have the opportunity to take part in a range of activities before being taken to their class for the start of the school day.

### **Acorns After School Club**

At the End of School Day, children in Reception, Year 1 and Year 2 will be collected from their classroom by Acorns Staff and taken to Oak Hall for registration.

Children in Year 3, 4, 5 and 6 will make their way to Oak Hall to register

Children will be offered a snack. They will have an opportunity to take part in a range of activities.

Children must be collected from the Main Office using the Acorns doorbell by 5.30pm. Please feel free to use the Staff Car Park at this time as the pedestrian gates may be locked.

Acorns closes at 5.30pm - If you are going to be late to collect your child, you will need to contact Acorns on **07311629597** to advise us who is collecting your child.

## **COLLECTION OF CHILDREN**

Children must be collected from the Main Office using the Acorns doorbell by 5.30pm. Please feel free to use the Staff Car Park at this time as the pedestrian gates may be locked before this time. Children will only be handed over to the person/s indicated on the Registration Form.

In emergencies, when parents/carers or the persons normally authorised to collect the child are not able to collect the child, they must give the name and telephone number of the person who will be collecting their child to the school. We agree with parents/carers how to verify the identity of the person who is to collect their child.

When a parent/carer or other adult identified on the Registration Form is unable to collect their child, Acorns must be informed beforehand, as the children will not be allowed to leave the premises with persons unknown. Children are only to be picked up by an adult or young person over the age of 16 with ID.

If your child is not collected at the agreed time and the parent/carer has not advised the club of any delay, we will phone all of the emergency numbers you have given us on the Registration Form. If we have no contact by 5.45pm, we will make a decision if/when to contact Social Services.

There will be an additional £5.00 cost for every 5 minutes that the child is late being picked up after 5.30pm. Until the late fee is paid, your child's place at the club will be withdrawn.

If your child is collected after 5.30pm on more than three occasions, your place may be withdrawn.

## **CANCELLATIONS AND ILLNESS**

The school office must be contacted by 9.00am to cancel a booked session that day.

Cancellations and absence will still be charged at the normal session rate which will have been prepaid. This is to ensure that our provision remains financially viable, and will enable us to maintain our highly competitive prices. However, failure to inform the school that your child will not be attending Acorns, on an occasion when a place has been booked and paid for, may incur a fine of £5. This fine is in recognition of the safeguarding concerns which surround the failure of a child to present themselves at Acorns, and the necessary actions which have to be taken to ensure the whereabouts of the child in question. In cases of illness, parents should phone the school office on each day of sickness, stating that the child was booked to attend Acorns.

Whilst routine absence or term-time holiday is not refundable, the school may at their discretion decide to issue a refund, for example, where:

- a parent has given advanced notice of absence, eg. through a planned medical procedure or attendance at a school residential trip
- an extended period of absence (beyond one week) has occurred due to an unforeseen circumstance, eg. illness

## **SAFEGUARDING**

We follow the Child Protection Policy of Fairways Primary School which is reviewed annually. Our Designated Safeguarding Leads are Mr L Pinchback, Mr G Turner and Mrs D Neale.

It is our duty to follow the necessary procedures for reporting any disclosures or suspected abuse. All staff are aware of the signs and symptoms of abuse and have been trained in the appropriate procedures to carry out if there is a concern.

## **VALUABLES**

Acorns do not accept responsibility for any money, toys, games or valuable items etc. which children may bring. Children should not bring anything valuable to the club. Acorns club is not responsible for the loss or damage to any items brought from home.

## **FOOD AND DRINK**

We expect children to have eaten before attending Acorns Before School Club or to bring in a healthy snack from home.

A small healthy snack will be provided by Acorns After School Club on arrival. Your child is more than welcome to bring their own snack. Please bear in mind that this 'healthy' snack will need to remain in your child's school bag all day.

Children are also encouraged to bring their own water bottles.

Children are always reminded about the importance of hand washing before eating or handling food. Good manners are expected at all times.

## **HEALTH AND SAFETY**

All staff will have received appropriate First Aid training and at least one member of staff on site will have received the Ofsted approved 12 hour Paediatric First Aid training.

It will be assumed the Acorns has permission for all children to be taken outside the premises onto the school grounds.

Upon the registration of a child at Acorns, the staff employed will act in loco parentis for the duration of the time that the child is in our care, both on and off the premises, until a parent or chosen representative collects the child. In the case of any illness, accident or emergency Acorns will take such action that is deemed necessary.

If Acorns informs a parent that a child must be collected prior to the usual collection time, for whatever reason, the parent must either collect the child as soon as practicable or nominate and arrange for a chosen representative to do so.

## **SICKNESS**

If a child is ill whilst at the club the parent/carer will be informed and asked to collect the child.

In line with the school policy, if a child has vomited or had diarrhoea they should not return for 48 hours.

## **MEDICINES**

- Registration Forms must be completed before entry to Acorns After School Club;
- It is the responsibility of the parent/carer to provide information giving full details of medical conditions, allergies, regular medication, emergency contact numbers, name of family doctor/consultants special requirements (e.g. dietary, disability). A copy of this is kept in a file at Acorns.

Please refer to Fairways Primary School's Supporting Pupils at School with Medical Conditions.

## EQUAL OPPORTUNITIES AND INCLUSION

Our aim is to provide for the social, emotional and physical needs of each individual child in the group. Every child within our care is treated as an individual, and given opportunities to learn and develop. We take into account the individual child's age, gender, ethnic origin, stage of development, home language and any special needs.

We encourage the child to develop their own identity and culture, and help all children to learn about different cultures other than their own with a view to respecting others beliefs.

All children in the group irrespective of their particular needs are encouraged wherever possible and appropriate to participate in all the group's activities. We ensure that every child has equal access to toys, puzzles, books, sports etc., and that there can be no stereotypical gender bias.

Acorns will endeavour to meet the needs of the children.

We work closely with the parents of all the children in the club to ensure that we draw upon the knowledge and expertise of the parents in providing for their children.

## BEHAVIOUR MANAGEMENT

At Acorns, we follow the Behaviour Policy of Fairways Primary School. We take a positive approach to managing children's behaviour. Praise and encouragement is given for good behaviour.

Acorns Staff have overall responsibility for supporting personal, social and emotional development, including issues concerning behaviour. We believe that good behaviour is important if we are all to achieve the potential we have within us, both in the school environment and in other areas of life.

We strive to help our children to acquire self-discipline and self-control. We believe that these attributes help us to assume and fulfil our potential in society as a whole. We have an agreed set of standards that we work towards at Acorns.

We encourage a calm, purposeful and happy atmosphere within the club. Children are expected to foster a caring attitude to all. The best way to apply these values is to simply notice all good behaviour and effort and verbally praise this whenever seen.

If a child chooses inappropriate behaviour the following consequences will be used:

**Warning:** They will be reminded of the correct standard required with an explanation of their actions.

**Tally 1:** The child's name will be recorded and they will be removed from activities for an appropriate amount of time. Parents will be informed.

**Tally 2:** The child's name will be recorded, a final warning will be given about Tally 3, and they will be removed from activities for an appropriate amount of time. Parents will be informed.

**Tally 3:** If the inappropriate behaviour continues the parents will be contacted immediately and asked for the child to be collected from the club. The Headteacher will be informed.

There is some behaviour which will not follow the procedure and will go straight to Tally 3, for example (not exhaustive):

- Verbal abuse to Staff and others, including swearing at an adult or racist verbal abuse;
- Verbal abuse to pupils including swearing or racist verbal abuse;
- Physical abuse /attack on Staff/Pupils;
- Actual or threatened violence against another student or a member of staff;
- Indecent behaviour;
- Damage to property;
- Theft.

If a child's behaviour is extreme or persistent there may be a need for parents/carers to be informed that their child cannot attend the club for a fixed period or on a permanent basis. This decision will be made by the Headteacher after discussions with Acorns Staff.

If we feel a child's behaviour is not appropriate and could affect the provision then the child could be asked to leave the club. In these circumstances any fees paid in advance may be refunded.

Bullying will not be tolerated and any incidents will be reported to parents and discussed with the child. Any recurrence will result in the children being asked to leave.

## **PARTNERSHIP WITH PARENTS**

It is in the clubs' best interest to know the parents and children well, in order to give the best care and understand the family's needs. We recognise that the parents know their children best. We show respect for each family's beliefs, and parents' wishes for their child.

We will regularly ask you to update the Registration Form if there are any changes and ask parents to check the arrangements for collection and emergencies. It is the parents' responsibility to advise us of any changes.

At the end of every day parents have the opportunity to speak to us, or make an appointment to speak with us at a convenient time to them.

## **MAJOR INCIDENT**

In very exceptional circumstances, Acorns may need to be closed at very short notice due to an unexpected emergency. Such incidents could include:

- Serious weather conditions (combined with heating system failure);
- Burst water pipes;
- Discovery of dangerous structural damage;
- Serious accident or illness.

In such circumstances, the staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at a pre-arranged venue and a register will be taken.

Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are collected.

In the event of a school closure due to circumstances beyond our control, for example extreme weather, Acorns will also close. A credit for a replacement session will be offered.

## **COMPLAINTS**

If you have a concern please feel that you can discuss this with us at any time and we will try and work together to rectify it. If it is not remedied and you feel dissatisfied you can make a formal complaint to Fairways Primary School by adhering to the school's procedures as identified in our Complaints Policy which is available on the school's website.

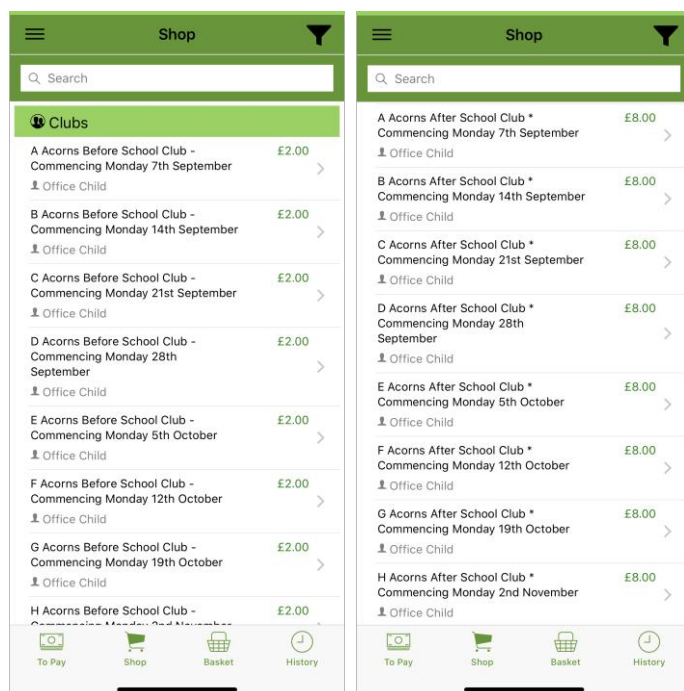
Before children attend, parents are required to accept our terms and conditions and to complete the Registration Form.

We hope the above information is useful to you and if you have any further questions please do not hesitate to contact us.

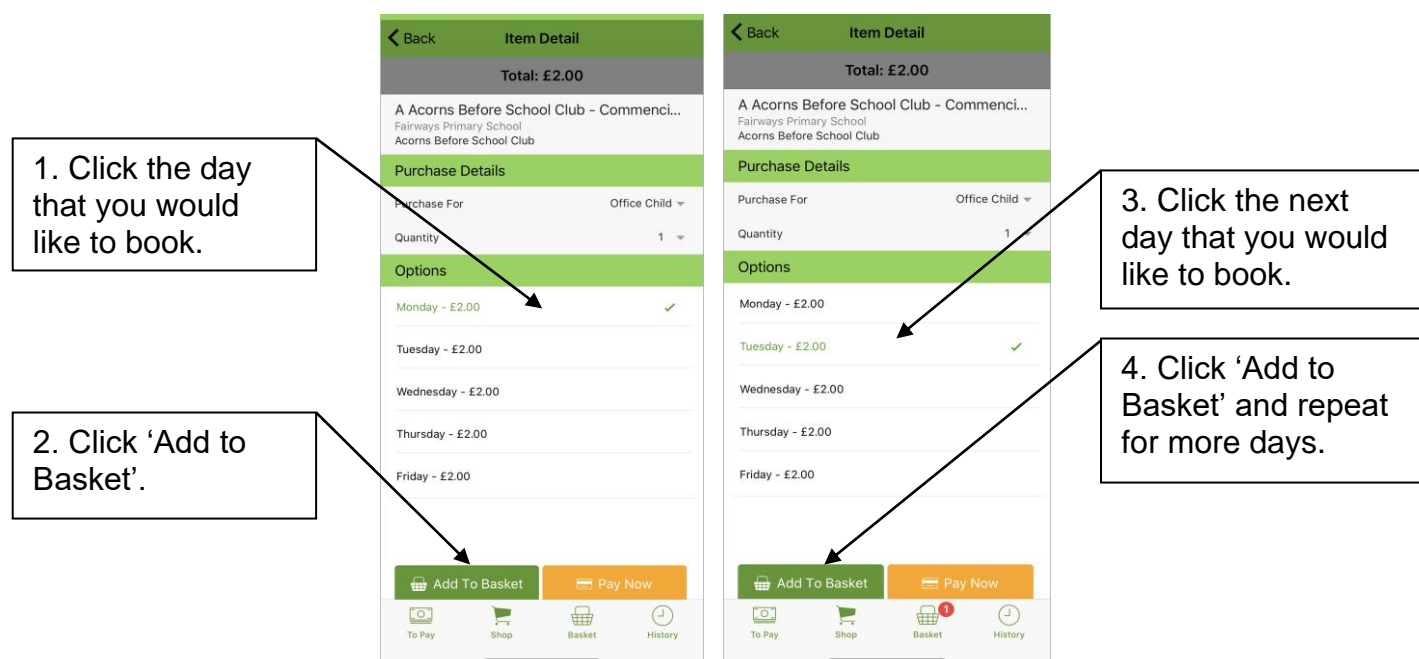
## Booking Guide

ParentMail > Payments > Shop > Acorns Before School Club / Acorns After School Club

Click on the week that you would like to book for Acorns Before School Club or Acorns After School Club. Each week has been labelled 1.1, 1.2, 1.3 etc. for easy reference.



Select the day that you wish to book and click 'Add to Basket'. You can only select one day at a time and will need to repeat this process for additional days in this week. Click 'Back' to return to shop and repeat the process for other weeks. When you have completed your selections click 'Pay Now'.





Check your selections and 'Quantity' in 'Basket Summary', click 'Parental Consent' and then 'Checkout'.

Basket Summary

Items in Basket

A Acorns Before School Club - Commencing Monday 7th September£2.00

Office Child

Option: Monday

Quantity1

Remove

A Acorns Before School Club - Commencing Monday 7th September£2.00

Office Child

Option: Tuesday

Quantity1

Remove

Total: £4.00

Parental Consent

Parental consent is required for some items in the basket.

Checkout

To Pay

Shop

Basket2

History