



Witchampton CE First School
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WIT Before and After School Care Policy

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Applies to	Witchampton CofE First School

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1.0 General

1.1 Witchampton CofE Before and After School Club is run by Witchampton Cof E First School and exists to provide high quality out-of-school hours child care for parents. It provides stimulating and creative activities in a safe environment. The club operates from 7.45am-8.45am and from 3.15pm-5.15pm Monday to Thursday & 3:15pm-4:15pm on Fridays (term time). The club is not open on non-pupil days and the after school club will not be open on the last day of term. This policy is in line with the Dfe Guidance

Copies of the Clubs policy are given to all parents of children attending Club and are also available on request and on the school website. All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the Club policy.

2.0 Admissions

2.1 Children from reception up to Year 4, 5 and Year 6 are eligible to attend if they have a sibling currently attending the school.

2.2 There are 16 Before School Places available and 16 After School Club Places available.

All places are subject to availability.

In the event of a waiting list the following criteria will apply:

- a) Children currently attending Witchampton CofE First School
- b) Children with siblings already attending the Club
- c) The date the registration form is received in school with priority given to children who are on the Free School Meals register.

2.3 An Application form must be completed prior to the child's commencement at the club, containing information about the child's date of birth, address, health and contact details and persons who may collect the child.

2.4 Parents are made aware of how to access policies and procedures.

2.5 Irregular users are welcomed provided there are spaces, a registration form/booking form has been completed and the appropriate fee is paid at the time of booking.

2.6 All bookings and payments are made via the school online booking and payment systems.



2.7 All staff are made aware of the details of a new child, this includes notification in writing of any known allergies and/or intolerances.

2.8 Children's attendance is recorded in a register.

3.0 Arrival and Departure

1.0 Before School Club

1.1 Parents and Carers are required to bring their child directly to the Main Entrance. A member of staff will then collect your child and update the Before School register for that morning.

1.2 Children will be escorted to relevant classrooms by staff at 8.45am

2.0 After School Club

2.1 Collection of Children

2.1.1 Year 1 and Year 2 will be escorted by a member of staff to the hall.

2.1.2 Year 3 and 4 Children will make their way to the hall where they will be met by a member of staff.

2.1.3 On arrival all children are marked on the After School register.

2.1.4 Any children arriving from other locations if they have failed to arrive 15 minutes after the start of the session, parents will be contacted to ascertain their whereabouts.

2.2 Departure

2.2.1 When a child is collected at the end of a session or during a session, the member of staff will sign out the child, making a note of the parent/carer or named collector and the time recorded.

2.2.2 The parent/carer or named collector must inform a member of staff if they are collecting a child.

2.2.3 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.

2.2.4 Parents must inform the Club staff/School Office if their child is going to be absent from the club.

2.2.5 Parents must ensure they pick their child(ren) up on time.

4.0 Daily Routines

4.1 Morning Session - Before School Club Breakfast Session

- From 7.45am, Parents bring their children to the Before School Club situated in Hall where a range of activities are set out.
- Children wishing to have breakfast need to wash their hands and are seated in the Hall to enjoy a freshly prepared breakfast. The children can choose from a selection of cereals, toast, crumpets, milk and water. In the event of a child arriving after 8.15am we will be unable to provide breakfast.
- After breakfast up until 8.40am, children will continue with their activities and play
- 8.40am Tidy up time encouraging the children to take responsibility for the school environment.
- At 8.45am they are escorted to their relevant classrooms.

4.2 Afternoon Session - After School Club Session 1 & 2

- From 3:15pm to 4:15pm: Reception, Year 1 and Year 2 are escorted by staff to the Hall. A small range of games, books, chrome books, films, activity sheets, arts and crafts are provided. During good weather, the children may be taken outside.

Children remaining for the second session are offered a snack of fruit, crackers, toasties etc. and a drink. Staff members will sit with children at this time.

- From 4:15pm to 5:15 pm a range of activities, art and crafts and free play is available, during good weather the children may be taken outside.

Water is available to the children at all times.

5.0 Behaviour

5.1 Whilst attending the Club children are expected to:

- Use socially acceptable behaviour
- Comply with the Club rules
- Respect one another, accepting difference of races, gender, ability, age and religion
- Choose and participate in a variety of activities
- Ask for help if needed and follow adults instructions
- Enjoy their time at the Club.

5.2 Positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- Informing parents about individual achievements

5.3 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 and resolve conflicts through discussion and negotiation
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
- Unacceptable and/or concerning behaviour is recorded at the school

If after consultation with parents and implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parents/carer.

6.0 First Aid and Sickness

6.1 All accidents will be recorded in the accident book, accurately reported to the parent/carer upon collection and signed by a member of staff and the parent/carer.

6.2 Accident records must give details of the Time, date, nature of the accident. Details of the child involved. Type, location of the injury, action taken and by whom.



6.3 All incidents are dealt with by a qualified first aider. Parents of any child who becomes unwell during Club will be contacted immediately. If a child is sent home during school hours the club will be informed of their absence.

6.4 Children who are ill cannot attend the clubs and in the event of sickness and diarrhoea must be off for 48 hours after the symptoms have finished.

6.5 If your child is receiving medication the school must be in receipt of a medicine administering consent.

7.0 Missing or uncollected children

7.1 There is an expectation that parents will collect their child/ren from the After School Club at the end of their booked session either 4.15pm or 5.15pm promptly. In the event of emergency delay please contact the school.

7.2 In the event that a child goes missing the following procedure will be undertaken:

- Appropriate school staff will be informed of the missing child.
- Club Leader will search the inside of the building and delegate an outside search for the building to another member of staff.
- If the child remains missing the emergency services will be contacted.

7.3 In the event that a child is not collected at the arranged collection time the following procedure will be undertaken:

- Parents will be contacted in the first instance by telephone.
- Emergency contacts will be contacted in the second instance by telephone.
- If these contacts are unavailable after approximately one hour, the Police and Social Services will be informed.

8.0 Payment of Fees

8.1 It is a requirement of the Club that fees are payable at booking. Should a payment not be received the school will withdraw the place(s) at Before/After school club and refer the matter to the Local Schools Committee.

8.2 If a parent is experiencing difficulty in payment of their fees they should contact the school office as soon as possible.



8.3 Should your child be absent for any reason we cannot offer a refund. A refund will be given if notice is received by cancelling the booking online or via email to the office before 3pm the day before the booking. A credit will also be provided should the club be cancelled for any reason by the school.

8.4 Cancellation of a Club place by parent/carer needs to be given in writing with a minimum of 24 hours notice.

8.5 Fees will be reviewed annually by the Local Governing Body during the summer term and parents/carers notified of the outcome. ***New fees begin March 17th 2025**

Current fees up until March 17th 2025 are:

Breakfast Club

7.45-8.45 (Including breakfast) - £3.50

After School Club

3.15-4.15 - £4

4.15-5.15 (including snack) - £4

New fees begin March 17th 2025:

Breakfast Club

7.45-8.45 (Including breakfast) - £6.50

After School Club

3.15-4.15 - £6.50

4.15-5.15 (including snack) - £6.50



8.6 Procedure for Payment of Fees

- All payments should be made via the schools online payment system
- Payment by Child Care Tax Allowance, speak to the office.
- Payment by BACS, please contact the school office for Bank Account details, and to confirm this method of payment. Please use your child's name

8.7 Late Collection Fees

If you are late collecting a child, you will be charged a late collection fee as follows:

- £5 per child for late collection between 5.15pm and 5.30pm. After 5.30pm the fees will go up £10 for every additional 15 minutes
- £2.75 per child for late collection at the end of the school day between 3.15 and 3.30pm and late collection of the first session of After School Club being between 4.15pm and 4.30pm.

If collection takes place after 3.30 - (for children not included in After school club) and 4.30pm the full cost of that After School Club session will be charged; if collection is after 5.30pm, additional fees apply as stated above.

*Fines will incur additional charges at the discretion of the school if not paid in a timely manner.