

Maidensbridge Primary School



The Bridge (Before and After School Club)

Reviewed March 2022

To be Reviewed March 2024

Reviewed June 2022

To be Reviewed September 2024

Version 3

Introduction

The Bridge Club is run by Maidensbridge Primary School and exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 7.30am – 8.45am and from 3.15pm – 5.45pm term time, and current costs for each session is £3.50. A copy of this policy is provided to all parents of children attending The Bridge and is also available on the school website.

If needed to address Covid-19 outbreaks the children will be in 'small consistent bubbles.' We will have two bubbles; one for KS1 and one for KS2. There will be a member of SLT on site who will also have DSL responsibilities.

Sessions:

- **Morning session** 7.30-8.45 = £3.50 with breakfast included
- **Afternoon session 1** 3.15pm-4.30pm = £3.50
- **Afternoon session 2** 4.30pm-5.45pm = £3.50

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending Maidensbridge Primary School are eligible to attend The Bridge.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a paper copy of this policy and this policy is available to view via our 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

The Bridge-Before School Club

Parents/Carers are required to bring their child *directly to The Bridge*. You should enter the club via the school hall door, the staff will be alerted to your arrival when you press the doorbell situated on the left of the door. All parents will need to sign their child in on the breakfast club register and out of the after-school register.

Children will be escorted to their classroom in time for the start of the school day.

The Bridge-After School Club

KS1 children will be collected by a member of the club staff.

KS2 children will be collected by a member of the club staff.

The club staff will take a register of all pre-booked 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 will sign their child out on the register.

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.

Daily Routine

Morning session

7.30am – 8.45am parents bring their children to The Bridge before school situated in the Hall where a range of activities are set out. Children will wash their hands immediately.

8.00am children wishing to have breakfast will wash their hands ready to enjoy a freshly prepared breakfast.

8.35am tidy up time encouraging the children to take responsibility for the school environment. Will wash hands before going to their classroom.

8.40am children collect their coats and bags. Both KS1 and KS2 children are escorted to their appropriate classroom where they meet up with the rest of the children awaiting the start of school.

Children will not enter a classroom that does not have an adult. They will wait in the corridor if needed so they can be seen by other adults.

Afternoon session

3.15pm – children will go to The Bridge with an adult.

3.45pm – 4.00pm children will be offered a snack; staff members will sit with the children at this time. Children can then choose from a range of play and planned activities, both indoors and outdoors.

5.45pm – The Bridge will close and staff will clean the area before the next day

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.
- Enjoy their time at the club.
- Follow good hygiene.

Positive behaviour is encouraged by:

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

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 to formulate clear strategies for dealing with persistent inappropriate behaviour.

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

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 The Bridge.

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 qualified first aider.

Parents of any child who become unwell during The Bridge will be contacted immediately. If a child is sent home during school hours, The Bridge staff will be informed of their absence.

Missing or Uncollected children

Missing children

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

- Senior school staff will be informed of the missing child.
- The Bridge staff will search the inside of the building and delegate an outside search of the building to another member of staff.
- If the child remains missing, the emergency services will be contacted.

Uncollected children

If a child has not been collected by 5.45pm, parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

A charge will be levied for late collection. A fee will be applied for late collection from 5.55pm onwards at £1 per minute per child. This charge will be added to your SchoolMoney account. Late payment fees will need to be paid in full, prior to any new bookings.

Payment of Fees

It is a requirement of the club that parents pay their fees promptly in accordance with the payment schedule. Fees are to be paid in advance, and payment is due for all booked sessions even if your child is unable to attend their booked session.

The parent signing the club's registration form is known as the 'contracting parent' and is responsible for payment of all fees.

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.

Fees must be paid on School Money.

Procedures for payment of fees

- Places must be booked and paid for at the time of booking. Bookings will be closed at the end of the school day on a Wednesday to organise and plan the staffing needed for the following school week.
- Please ensure you check your SchoolMoney account and notify school as soon as possible should you have any queries.
- If your account is in arrears, this may result in a parent losing their childcare place.
- Parents should keep their receipts as proof of payment.

Related Whole School Policies:

- Safeguarding and Child protection policy
- Equal opportunities policy
- Health and Safety policy
- Covid-19 risk assessment

Staff at the club will have had relevant and up to date safeguarding training as well as food hygiene.



The Bridge Before & After School Club Agreement

Iparent/carer of
have read and accept a copy of The Bridge club policy and agree to abide by the terms there in.

I accept that I am the 'contracting parent' for the above child and agree to make payments to Maidensbridge Before and After School Club each month when invoiced.

The sessions in this contract are 7.30am – 8.45am and 3.15pm – 4.30pm and 4.30pm-5.45pm

If I do not pre-book my child into Before of After School Club, I understand my child may be refused entry.

Print Name:	
Parent Signature:	
Date:	

Print Name:	
Signed on behalf of The Bridge:	
Date:	



**The Bridge Before & After School Club
Pupil Registration Form**

PUPIL PERSONAL INFORMATION

Surname:		Forename:	
Home Address:			
Postcode:		Telephone:	

MOTHER/CARER INFORMATION

First Name:		Surname:	
Contact No.		Contact No.	

FATHER/CARER INFORMATION

First Name:		Surname:	
Contact No.		Contact No.	

OTHER CONTACT INFORMATION – Please provide at least two

First Name:		Surname:	
Contact No.		Contact No.	

First Name:		Surname:	
Contact No.		Contact No.	

PUPIL – MEDICAL INFORMATION

Doctors Practice:		Medical Conditions:	
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Is there a current Health Care Plan in school? Yes/No

Allergies:	
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Dietary Requirements:	
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NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD

Please provide on the list below the full names of all individuals authorised to collect your child from our Before & After School Club, including parents and carers.

1		
2		
3		
4		