



GREAT ECCLESTON COPP CHURCH
OF ENGLAND SCHOOL



GECCOES POLICY

Reviewed and Updated September 2019

Copp Cares

"Let us love, not in word, but in truth and action." (1 John 3:18)

Talk to me and I will listen, show me and I will remember,

Involve me and I will learn, encourage me and I will thrive.

Copp, the village school, where everyone is special and where God will help us grow

Aims:

- To encourage children to grow in a safe, Christian and nurturing environment.
- To offer children an exciting range of activities with lots of choice
- To offer children and their parents a provision that promotes equality, inclusion and values diversity
- To give your children healthy and nutritious food.

Opening times

- Breakfast Club will be open from 7.30am until the start of the school day
- Afterschool will be open from the end of the school day until 6pm

Access

Access at drop off and pick up times is via the hall door. Please ring the GECCOES bell and a member of staff will let you in.

Register

- The person in charge of the club ensures every child's attendance is recorded daily in the register
- Children who attend Breakfast Club are signed in by parents/carers
- Children who attend Afterschool Club are signed in by staff and are signed out by parent/carer
- All signatures must be accompanied by a time when a child is signed in or out

Children are to be collected from Afterschool Club by the end of the session. If a parent/carer is late on 3 occasions to collect their child/children a charge of £10.00 per child will be imposed. This charge is to discourage people from arriving after 6pm and should not be seen as a charge permitting late collection. When collection after 6pm occurs regularly, we reserve the right to withdraw access to the club

When a child is not collected by 6pm without prior contact from a parent/carer the following procedure will be followed:

- All information regarding normal collection routines will be checked by the club leader
- The child/children's parent/carer will be contacted using the information provided on the GECCOES Breakfast and Afterschool Club Registration Form. Should the club leader be unable to contact the parent/carer, they then will use the information provided to contact a secondary contact
- If an authorised adult is unable to collect the child the club leader will then contact the Headteacher or Deputy Headteacher, staff will stay with the uncollected child/children
- If an authorised adult does not collect the child/children by 6.30pm and all contact attempts have been unsuccessful, the club leader will contact the Headteacher and contact social services

Fees

Fees are required to be paid at the start of every month for the forthcoming month. Your account should be kept in credit at all times. We have the right to suspend this childcare provision if your account is not in credit.

Breakfast Club price per day **£4.50**

Afterschool Club price per day **£8**

Payments should be made to the school office by Parent Pay or childcare vouchers.

If your child is wanting to attend a school run -club after school (Film Club, Football etc.) any charges are included in the £8 rate for afterschool club. Please keep us informed at time of booking if they would like to attend the school run clubs.

Children coming to GECCOES after clubs run by external agencies (e.g. Sportz4All, tennis etc), then there will be a reduced rate for Afterschool Club of £5 per child.

Admission and Booking

A registration form will need to be completed for our new club. You will need to use a monthly booking form, available from the school office or staff at the clubs, to book your place in advance. An electronic version is available on request. Booking forms to be completed and handed in by the middle of the month prior to the month being booked to the school office (e.g. mid April when booking dates for May).

2 weeks' notice needs to be given to cancel any sessions.

Last minute bookings can be made, ideally with 24 hours notice but we understand that sometimes this may not always be possible. We will be as accommodating as we can in this situation.

Please be aware that if your child is booked in for a session and is absent or sick, you will still be charged. However, if your child is attending a school educational trip after school or on a school residential visit then fees will not need to be paid. Also, if school closes for unforeseen circumstances e.g. closure for snow, then fees will not need to be paid.

Breakfast Club

Parents can drop children off from 7.30am and sign them in on arrival. Breakfast will be available until 8.20am to give children the opportunity to eat before school starts. An example of food available is cereal, toast with various toppings, milk and water. At the end of the morning session, infants will be escorted to their classrooms with junior children heading straight to class.

Afterschool Club

Infant children will be escorted from their classrooms by a member of school staff to Afterschool Club where they will be registered. Junior children will be dismissed from class and will make their own way down to the afterschool club.

The children will have access to both indoor and outdoor activities, which are carefully planned

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with each child in mind. This can include art, Lego, board games, skipping games, jigsaws, dance, use of computers plus many more. Children have free choice of activities and can initiate their own play using resources available.

Snack will be served from 3.30pm with healthy and nutritious food e.g. sandwiches, wraps, beans on toast, soup, pasta, veggies and dips.

We encourage group and themed activities such as, planned treasure hunts, obstacle courses or sports games. At times we will split into age groups and offer an activity for infants and another for juniors, this is to allow for a more age specific focus.

Space

Breakfast and Afterschool Club will have a main base in the hall where a range of activities will be set up for the children. Children also have access to alternative toys if they wish. Children will also have access to areas near the hall, including the ICT suite and GECCOES room. Outside access will be available, supervised by a member of GECCOES staff.

All food preparation is in the parish kitchen and all staff have appropriate food hygiene certificate.

Staffing

GECCOES Breakfast and Afterschool Club is run by staff employed by the school Governing Body. All staff have received training in food hygiene and preparation and Safeguarding.

Storage and Provision

All non-perishable foods are stored in the cupboard in the parish kitchen. All perishable foods are stored in the fridge freezer in the parish kitchen.

Storage of Equipment

The clubs own equipment is stored on the cupboards in the GECCOES room, in the hall cupboard and in extra storage in the parish kitchen. The clubs are able to use school equipment with prior agreement with the Headteacher/Deputy Headteacher.

Purchases

Any requests for large equipment are put to the Headteacher for authorisation.

Food items and topic resources can be purchased following discussions with the Deputy Headteacher.

All purchases are recorded for budget monitoring.

Health and Safety

Risk assessments of the environments are reviewed regularly. All activities are risk assessed by club staff and approved by the Deputy Headteacher. Staff have access to the first aid kit and accident book located in the GECCOES room.

Medicines

Club staff are not obligated to administer medicines. Any requests for administration of medicines must be done in line with the school first aid and medicines policy

Any injuries must be recorded and reported to the parent/carer on collection.

Safeguarding

Parent/carers must see child/children into the building and must sign them in. Child/children will only be released into the care of a nominated adult and the adult collecting must sign the register to confirm collection. No child/children will be allowed in Breakfast and Afterschool Club without having completed a registration form. Please refer to the non-collection of child/children policy. Also, see school Child Protection and Safeguarding Policy.

Photographs

The staff will use and store data and photographs in accordance with the school policy.

Photographs will be used in the following with parent/carer permission: Displays, observations, club records, school website, promotional material, local newspaper/magazines, national newspaper/magazines, ClassDojo, school Facebook.

EYFS

Foundation Stage staff work closely with the Breakfast and Afterschool Club staff to support each individual child's learning and development. Discussions around children's interests and development across all areas of the EYFS curriculum are frequent. Children are given a key worker at Breakfast and Afterschool Club, which is shared with parents. Observations from the club are included on Tapestry. EYFS children will be based in the hall, with pre-school children being supervised to the toilet. EYFS children, along with the other children in the club, help to plan their experiences and activities.

Policy written by: *M.Harding*

Date: 15/09/19

Governor ratification by:

Date: