ST.ANNE'S COPP CE PRIMARY SCHOOL, GREAT ECCLESTON

GECCOES POLICY



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

SEPTEMBER 2026

Approved by GB: September 2026
Next review due: September 2027

In building solid foundations for every unique individual and putting God's love at the centre of all we do, our children learn to embrace our diverse world. We encourage our children to learn universally in order to understand our heritage and roots as a village, town, region and nation. Through strong community links, our children grow in compassion and understanding, promote justice and possess aspirations to make a positive difference. We offer an ambitious curriculum that ignites curiosity along with high personal expectations that fosters resilience and which enables them to flourish. Our children are easily distinguished by the courage they show when making brave choices and understand the importance of becoming the very best versions of themselves.

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 breakfast drop off is via the hall door. Please ring the GECCOES bell and a member of staff will let your child. Pick up time is via the preschool entrance, again please ring the doorbell.

Register

- The person in charge of GECCOES ensures every child's attendance is recorded daily in the register
- Children who attend Breakfast Club are signed in by a member of staff
- Children who attend Afterschool Club are signed in and out by a member of staff

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 GECCOES.

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 GECCOES 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 GECCOES 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 GECCOES 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 Headteacher or Deputy Headteacher will 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 **£5**

Afterschool Club price per day **£8.50**

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

Children coming to GECCOES after enrichment clubs - there will be a reduced rate for GECCOES Afterschool club of **£6 per child**. The rate of **£6** will also apply to children collected before 4.30pm.

Admission and Booking

Bookings for Geccoes is via ParentPay using an online booking system. There are 40 spaces available. Payment is needed in advance to secure a space. Those families using codes from Working Families Tax Credits should ensure their number is shared with Mrs Cookson in the office and an adjustment will be placed on the associated account(s) to enable bookings with immediate payment.

School appreciates that unplanned situations can arise. As such, it may be possible to accommodate a last-minute booking through the school office. We will be as accommodating as we can in this situation.

Fees are payable for all pre-booked sessions, including where a child is absent due to illness or other circumstances. This reflects the resources committed by the school in advance to ensure appropriate staffing levels and safe adult-to-child ratios, as well as the advance ordering and preparation of food and refreshments for each session.

Where the school is required to close a session due to unforeseen circumstances, for example because of severe weather conditions such as snow, no fee will be charged for the affected session.

Any child who attends wrap-round provision MUST have a separate registration form. This is available from the school office.

Breakfast Club

Parents can drop children off from 7.30am. Breakfast will be available until 8.10am 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 children will be escorted to their classrooms.

Afterschool Club

EYFS, Year 1, 2, children will be escorted from their classrooms by a member of school staff to Afterschool Club where they will be registered by a member of GECCOES staff. Year 3, 4, 5 and 6 will make their own way to a designated classroom where the register will be checked and the child will be signed in by a member of GECCOES staff.

The children will have access to both indoor and outdoor activities, which are carefully planned with each child in mind. This can include art, Lego, board games, skipping games, jigsaws, dance, cricket,

archery, badminton plus many more. Children have free choice of activities and can initiate their own play using resources available.

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

Space

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. We also buy in staff who are trained to deliver specialist sporting activities. All relevant 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 in the cupboards in the GECCOES room, in the hall cupboard and in extra storage in the parish kitchen. GECCOES are able to use school equipment with prior agreement.

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 Business Officer. All purchases are recorded for budget monitoring.

Health and Safety

Risk assessments of the environments are reviewed regularly in line with government advice. All activities are risk assessed by GECCOES staff and approved by the Deputy Headteacher. Staff have access to the first aid kit and accident book located in the GECCOES room. A phone is taken to Geccoes. Geccoes staff will handle any enquiries relating to collections; any other queries relating to school and parents will be asked to email parent@coppschool.lancs.sch.uk or call again the following day.

Medicines

Club staff are not obligated to administer medicines as per our medicine policy. 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 ensure contact with a member of staff. Child/children will only be released into the care of a nominated adult and school staff will confirm the exit time on the register to confirm collection. No child/children will be allowed in Breakfast and Afterschool Club without having completed a registration form.

Photographs

The staff will use and store data and photographs in accordance with the school policy. Photographs will be used in the following ways, with parent/carer permission: displays, observations, GECCOES 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. EYFS children will supervised going to the toilet. EYFS children, along with the other children in GECCOES, help to plan their experiences and activities.