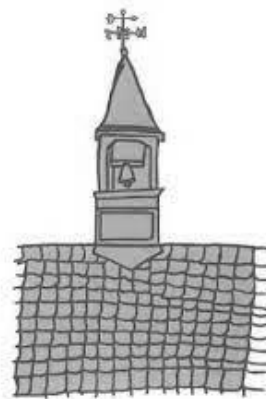
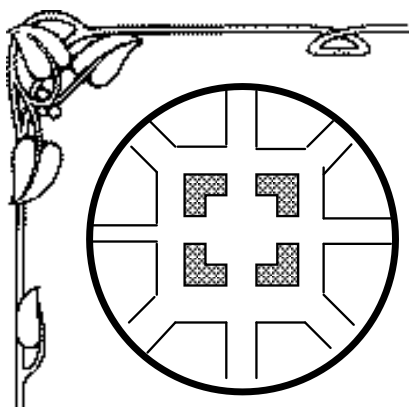


# **Fakenham Infant and Nursery School and Fakenham Junior School**



## **Before School and After School Club Policy**

Fakenham Infant and Nursery School After School Club and Fakenham Junior School Before School Club provides care for children from reception year to year 6, currently serving the children of Fakenham Infant and Nursery School and Fakenham Junior School. The clubs will try to keep a principle of being able to offer places to all families who need it yet this will be dependent upon staffing ratios. Due to FINS children being walked from FJS there is a limit of 10 FINS children at the Before School club. As the After School club is based at Fakenham Infant and Nursery School, Junior School children will be collected from FJS and escorted to FINS by a member of Club staff.

Places are offered on a first-come first-served basis. When all places have been filled a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the club
2. Those requiring the greatest number of sessions/hours per week

### **Administration**

Fakenham Infant and Nursery School staff will handle and administer places at the After-School Club.

Fakenham Junior School staff will handle and administer places at the Before School Club.

Parents and Carers should refer to the school providing the service.

They will run and be charged separately. A place in one club does not secure or guarantee a place at the other club.

### **Safeguarding**

All staff are 'safeguarding trained' and employed following the required suitability and barring checks.

Immediate safeguarding of children will fall to the school where the club is held, whilst in transit between sites staff can contact either site, depending on proximity. Staff or parents should contact a DSL from the appropriate school if they have any concerns.

Headteachers, and safeguarding leads, will share and discuss any appropriate safeguarding concerns around children who attend the clubs.

### **Registration**

When an enquiry regarding places at the After School or Before School Club is made, parents or carers will be given all the relevant Club information, including:

- Information regarding availability of places
- Details of the Admissions and Fees policy
- Registration form includes medical details (in addition to the school's medical information) also acting as a booking form
- Complaints policy

If a place is available, the child will be able to attend the Club as soon as the completed forms are received.

If no places are available the parent will be informed and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

### **Booking procedure**

Parents must complete the necessary paperwork, i.e. registration, medical and booking forms, before their children can attend a club.

- Permanent place:

Once booked, if a child does not attend for any reason, you will still be charged for this place. Payment will not be refunded when a child is on holiday or absent due to illness. If you wish to cancel the place altogether, half a term's notice in writing is required.

- Temporary booking:

We will accept temporary or occasional bookings as long as there are places available. If a temporary place has been booked and is no longer required, the club must be given 24 hours' notice. If notice is not given, the place will still be charged for.

### **Fee structure**

Fees are charged at:

#### **Before School Club:**

£3 for any attendance between 7:30am-8:30am  
No food is included.

#### **After School Club:**

£4 a session until 4.00pm.  
£7.50 a session until 5.00pm.

- Fees are payable termly (6 times a year) in advance for regular bookings although occasional bookings may pay in advance on a daily rate.
- Fees to be paid by parent mail
- Fees are charged for booked sessions whether the child attends or not

Payment of fees

Fees are reviewed annually. Any queries regarding fees should be directed to the Governing Body.

## **Fakenham Infant and Nursery School After School Club and Fakenham Junior School Before School Club Behaviour Policy**

Fakenham Infant and Nursery After School Club and Fakenham Junior Before School Club will apply this policy separately at each site. Whilst we will discuss any concerns about the behaviour of a child any decision around implementation for each site remain with the relevant site's headteacher or deputy. Decisions will be made around the behaviour observed on that site.

We will deal with instances of negative and inappropriate behaviour by using constructive behaviour management techniques. We will involve staff, parents and children to tackle disruptive and challenging behaviour collectively in line with the school's behaviour policies.

We acknowledge that some children will require additional support in order to achieve acceptable levels of behaviour. Where we identify a child with these needs, we will work closely with the parents to deal with the inappropriate behaviour in accordance with our own Behaviour Management policy.

Where a child *persistently* behaves inappropriately, we will implement the following procedure:

1. Give the child a formal warning; staff will explain why the behaviour is unacceptable along with the consequences of further incidents.
2. Staff will encourage the child to discuss their behaviour, to explain their actions and to identify strategies for avoiding such incidents in the future.
3. Details of formal warnings, suspensions and exclusions will be recorded on an Incident record and kept in the child's records.
4. The formal warning will be discussed with the child's parents, and all staff will be notified. Staff will inform the Headteacher or Deputy Headteacher if a child's behaviour warrants suspension or exclusion, where formal warnings have failed to improve a child's persistent, challenging and unacceptable behaviour. [How many?](#)

In the event of an extremely serious or dangerous incident we will suspend a child with immediate effect.

- At the After School club, we will contact the parents and ask that the child be collected immediately.
- At the Before School club, the child will be removed by a member of the Junior School staff and suspensions will start the following day. If the child's behaviour continues to be serious or dangerous we will contact the parent/carer.

Immediate suspensions require either the Headteacher's or Deputy Headteacher's agreement.

### **Expectations**

We expect that:

- Children act in a safe manner both during the club time and whilst walking between sites.
- Children speak to adults and other children in a respectful and kind way.
- Do not hurt others; children or adults.
- Children will follow the instructions of adults to keep them, and others safe, and enable the club to run well.

We will not accept bullying or prejudice-related behaviour towards others.

### **Safe travel from the Junior School to the Infant School**

When escorting children from FJS to FINS, it is imperative that staff feel confident that any child's behaviour will not impede the safety of themselves or others. This is the same in the morning for FINS pupils, and the afternoon for FJS pupils. In the afternoon, if a child has had a difficult day, involving unsafe behaviour, we reserve the right to refuse to escort them to FINS and will contact their parent/carer to come and collect them from FJS.

### **Suspensions and exclusions**

We will only suspend or exclude a child from the Club/s as a last resort, when all other behaviour management strategies have failed or if we feel that children or staff are at risk.

Suspensions and exclusions will be fair, consistent and appropriate to the behaviour concerned, and will take account of the child's age and maturity as well as any other factors relevant to the child's situation. If appropriate, we will seek advice from other agencies.

We reserve the right for a child to be suspended or excluded from just one, or both sites if it is felt safety of staff and children are a risk.

### **Temporary suspensions**

Temporary suspensions will be applied in the following situations:

The Club/s may temporarily suspend the child for a period of up to 5 consecutive days. If the Club/s takes this step, the Headteacher will discuss our concerns with the parents in order to work together to promote a more desirable pattern of behaviour.

At the end of the suspension period the Headteacher or Deputy Headteacher will meet with the parents and the child, in order to agree any conditions relating to the child's return to the Club/s.

### **Permanent exclusions**

In exceptional circumstances, and only when all other attempts at behaviour management have failed, it may be necessary to permanently exclude a child from the setting.

If a child is excluded from the Club/s, the parents will be given a verbal and written explanation of the issues and subsequent actions. The parent has the right to appeal to the Governors against the exclusion within 14 days of receiving written notification of the exclusion.