



*Kirkstall St Stephen's  
C of E Primary School*

***Before & After School Club  
Policy***

***November 2022***

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.

# Kirkstall St Stephen's C of E Primary School

## BAASC Policy

### CONTENTS

Mission Statement

Our Vision

Our Ethos

Objectives

Equal opportunities

Provision

Governors

Appendices

## **KSS School Mission Statement**

- We are cherished, we are challenged, we are children of God

## **Our Vision**

- We are cherished – we aim to create a caring environment where all children and staff feel welcome, valued, supported and respected.
- We are challenged- through a stimulating and challenging learning environment, where achievements are recognised but it is also safe to fail, increasing our resilience.
- We are children of God – we recognise the value of each and every individual, encouraging everyone’s unique spiritual development and potential.

## **Our Ethos Statement**

- Our school ethos is represented by the KSS Values Tree; showing children’s growth as a tree planted firmly into God’s sustaining love and rooted in our school values of: trust, justice, perseverance, respect, thankfulness and forgiveness.

This is based on Psalm 1:1-3.

<sup>3</sup>

They are like trees that grow beside a stream,  
that bear fruit at the right time,  
and whose leaves do not dry up.  
They succeed in everything they do

## **Objectives**

- The Before & After School Club (BAASC) provides wrap around care for working parents of children at Kirkstall St Stephen’s Church of England (VA) Primary School.
- To provide a relaxing, safe environment for our pupils to enjoy playing with children across the school until they are collected by their working parents.

## **Equal Opportunities**

- The BAASC facility is available to all families with children in school, however places are limited.

## **Staffing Structure (Appendix 1)**

- Mr Sheppard, as Head of the school, takes overall responsibility for the BAASC.
- The day to day operation is run by the playworkers with Mrs Skelton looking after the administration and finances.

## **Safeguarding**

- Child Protection & Safeguarding is in line with the policies of the main school. All staff are trained in safeguarding, first aid & food & hygiene.
- The designated safeguarding leads are Mr Sheppard, Mrs Mosley and Miss Barnett.

## **Behaviour Policy**

- The school Behaviour Policy is adopted by the BAASC.

## **Complaints**

- The school Complaints Policy is adopted by the BAASC.

## **Policies**

- All the relevant policies required by the BAASC are adopted from the school policy, approved by our Governing Body. For example – intimate care, administering medication, health & safety, anti-bullying, uncollected children, data protection, whistleblowing and many more.

## **Communication**

- The BAASC staff will of course pass on any messages and important information to the class teachers or the support staff but Class Dojo or the Gateway App should also be used for this communication.
- The BAASC has a dedicated email address which is monitored every day between the hours of 8am and 5pm.

This email is [beforeandafterschoolclub@kirkstallss.net](mailto:beforeandafterschoolclub@kirkstallss.net)

## **Provision**

- Parents will be given a handbook along with the registration form prior to joining the before and after school provision. This handbook along with the terms and conditions will give parents a full picture of the BAASC and its operation. Copies of this handbook can be found in the parents' section of the school website

- BAASC is located in the Pre School building with use of the outdoor classroom and playground.
- All children wishing to attend the Before & After School Club MUST complete a registration form in full in advance of their first session. (Appendix 2)
- Bookings must be made online on the School Gateway app.
- Payments to be made through School Gateway app at the time of booking. Childcare vouchers and HMRC tax free childcare scheme can be made through your salary sacrifice scheme and will be credited to your BAASC account as soon as the school has received payment confirmation from your provider.
- Fees are as follows:

Morning Club:	
7:30–8:55am	£6.50

After School Club:	
3:30–4:30pm	£6.50
3.30–5:30pm	£9.50

- These prices may be subject to an annual increase in September of each year.
- Charges are calculated from the bookings made on School Gateway App.
- Any child collected after 4:30pm will be charged the full £9.50 for the session.
- If your child is attending an after school activity, please make sure that you let the BAASC staff aware of your requirements on these days.
- Any child attending a school activity club followed by BAASC will be charged for the full After School Club session unless parents are collecting straight from the school activity.
- Any variation to regular bookings must be made at least 24 hours in advance and made on the School Gateway app.
- Only children who are registered with the Before & After School Club are able to make use of the facilities. Please refer to the Children Left in School Policy for all other cases.

- Before & After School Club closes at 5:30pm. If your child is collected later than 5:30pm, then an additional late fee of £10 will be incurred, followed by £5 for every subsequent 10 minutes and charged on your BAASC account.
- Regular late pickups may result in cancellation of the BAASC availability for that family.
- Where a child is left in BAASC and a parent cannot be contacted either at home, work or emergency contact, the staff will follow the children left in school policy adopted by the school.

### **Non-Payment of Fees**

- Payment is due in advance, at the time of booking on the School Gateway app, or with childcare vouchers or HMRC tax free Childcare Scheme.
- If you do not keep up to date with fee payments we reserve the right to suspend your child's place until all outstanding debt has been paid.
- Please note that we have a process in operation that allows us to seek a claim for outstanding monies through the small claims court, this may result in your details being passed on to a debt agency and your credit rating could be affected.
- Should it be deemed necessary to pass your details on to a debt collection agency we reserve the right to pass your details as a debtor to other local childcare providers.

### **Allocation of places**

Places in both the Breakfast and After School clubs are limited, places will be made available on the School Gateway app. Parents will be made aware when future dates are available via text or email.

### **Governors**

The Governors on the Pupil Support Committee will monitor the effectiveness of this policy. Staff & Governors will ensure the policy is adhered to and revised as appropriate.

The Governing body, Headteacher and BAASC administrator will review the needs of the staff and provide INSET via external courses and in school training. The needs of the school, pupils and the interests of staff will also be considered when planning INSET.

**Staff Structure**

**Head Teacher**  
Mr Sheppard



**BAASC Admin**  
Mrs Skelton



**Playworkers**

Mrs Williamson  
Mr Villegas  
Mrs Partridge  
Miss Skelton  
Mr Joyce  
Miss Brocksom  
Miss Reed

Parent/Carer details	
Parent/Carer's name:	
Home address:	
Home phone number:	Mobile number:
Work phone number:	
Email address:	
Parent/Carer's name:	
Home address (if different from above):	
Home phone number:	Mobile number:
Work phone number:	
Email address:	
Other named adults who are permitted to collect your child/children from the club	
Password to be used by named adults who are unknown to club staff:	

Child/Children's Details	
Names	Class
Child one:	
Child two:	
Child three:	



**Emergency contact details****1<sup>st</sup> Emergency contact****Name:****Address:****Relationship to child/children:****Emergency contact phone number:****2<sup>nd</sup> Emergency contact****Name:****Address:****Relationship to child/children:****Emergency contact phone number:****Payment information****Please tick to indicate your preferred method of payment:****1. Childcare voucher:****Name of childcare voucher provider:****2. Bank transfer BA:***Please note payment will be processed via our payment App.***Please indicate below any dietary requirements:****Please indicate below any existing medical conditions and/or allergies and for which child if you are registering more than one child:**

**Any other information you may feel may help us in caring for your child(ren):**

**Please indicate Yes or No to the statements below:**

I agree to club staff administering first aid to my child	Yes/No
I agree to my child appearing in club photographs	Yes/No
I agree to club staff supporting my child to administer sunscreen	Yes/No

**Parent/Carer's signature:** .....

**Date:** .....