BEFORE & AFTER SCHOOL CLUB POLICY FOR LEIGHTON ACADEMY

Policy lead:	Mrs S Thompson
Approval date:	01.09.26
Next review date:	01.09.29
Approval needed by:	LGB

Leighton Academy is part of The Learning Partnership.

LEIGHTON ACADEMY

BEFORE AND AFTER SCHOOL CLUB

INFORMATION FOR PARENTS

WELCOME TO LA STARS:

LA Stars is a before and after school club based at Leighton Academy. The club is open to all children aged 3 years and above who attend the school and by agreement to children attending other primary schools where arrangements have been made for transport to and from the club.

CONTACT US:

By Post:

L.A. Stars, Leighton Academy, Minshull New Road, Crewe, Cheshire, CW1 3PP.

By Phone:

Via School: 01270 814016 during school hours

By Email:

lastars@leighton.cheshire.sch.uk

Registration Number: 139752

OUR AIMS:

- We aim to create a safe, welcoming and happy environment where children can spend time with friends and make new ones, relax and have fun at the beginning and end of the day.
- We aim to offer high quality wrap around care which shares and promotes the values and ethos of Leighton Academy.
- We aim to provide our families with a reliable and consistent service that represents good value for money.

SESSION DETAILS:

L.A. Stars is open from 7.15am to 8.45am and from 3.15pm to 6.00pm on weekdays during term time only.

Before school sessions are charged at £5.25 for contracts and £5.75 for flexi sessions.

After school sessions are charged at £9.75 for contracts and £10.25 for flexi sessions.

Holidays and lNSET days are charged at £24.00 for all day sessions, £14.00 for half days or £17.00 for any 5 hours.

All fees are payable in advance for regular bookings and flexible bookings will need to be paid for at the time of booking.

A late charge for the following will be made if you pick your child up after 6.00pm:

- Collection between 6.00pm and 6.15pm £20.00
- Collection between 6.15pm and 6.30pm £30.00
- Collection between 6.30pm and 6.45pm £40.00
- Collection after 6.45pm £50.00
- There is a charge of £10.00 for any late payments.

BEFORE SCHOOL:

Before school is open from 7.15am to 8.45am. Children can be dropped off any time from 7.15am **and must be signed in by an adult**. A range of healthy breakfast options will be available to the children between 7.15am and 8.15am, including a choice of cereals, toast, yoghurts, fruit and a drink. At 8.40am the younger children will be taken to their classes by a member of staff, while those in key stage two will make their own way through the school building to their classrooms.

AFTER SCHOOL:

Children in reception and key stage one will be collected from their classrooms by a member of staff. Those in key stage two will make their own way to the club. Children attending after school extra-curricular clubs will be collected by a member of staff at 4.15pm.

Fruit and a drink will be available to the children on arrival at the club. A light snack will be served at 4.30pm this will vary daily and include for example, sandwiches spaghetti, cheese or beans on toast, pizza and pasta. Any dietary requirements must be made known to us on registration in order for us to meet the needs of individual children. Water is available at all times.

During the session, children will be able to choose to relax in our chill-out zone with books, magazines, or pick from a wide variety of toys, games, drawing and crafts. Throughout the week there will also be a range of structured activities for the children to take part in. These will be planned around a theme and based on the ideas and suggestions from the children. They will include cookery, crafts, sports, games, role-play and much more.

COLLECTION:

All children must be signed out from L.A. Stars by an adult who has been identified on their registration form. Children must be collected by 6.00pm as this is when the school is locked up for the night. If you are ever running late to collect your child, it is essential that you inform the club as soon as possible. If any child has not been collected by 6.00pm without the club being informed and where attempts at contacting parents have failed, safeguarding

procedures will be followed and social services or the police will be contacted. A charge as stated above will be made for late collection of children.

BOOKING SESSIONS:

To register please follow the link below.
Link : https://leightonacademy.kidsclubhq.co.uk/rdr?u=home

Sessions can be booked by completing the registration procedure on Kids Club HQ, children will not be able to attend any sessions at L.A. Stars until an online registration form has been completed. Anyone presenting at the club without prior booking will be turned away.

For more information regarding booking information please see the parent's information letter.

PAYMENT:

Regular sessions (contracts) are payable in advance on receipt of a monthly invoice, there will be a charge of £10.00 for late payments which will be added to your invoice. Ad-hoc sessions can be booked up to 7.00am on the session day and are payable at the time of booking.

CHILDCARE VOUCHERS:

LA Stars is able to accept childcare vouchers. If, when registering, your childcare provider is not listed please contact the school office as we will need to register them on Kids Club HQ.

CLOSURES:

LA Stars before and after school club will be open during term time only, the holiday club will be open on INSET days and all holidays with the exception of the last two weeks in August and two weeks over Christmas and 1 week at Easter which includes Easter Monday. Specific dates can be found on the Academy website. In the event of a closure due to extreme circumstances such as severe weather, parents will be informed by telephone, email and Leighton Academy social media accounts. Fees will be carried over to the next month for affected sessions in these circumstances.

BEHAVIOUR:

Children attending LA Stars are expected to behave in an appropriate way to ensure that the club is a safe, happy and inviting place for all children and staff. In line with the school's behaviour policy, any behaviour that compromises the safety and wellbeing of children and staff. Serious or repeated incidents may result in suspension or withdrawal from LA Stars.

SAFEGUARDING AND CHILD PROTECTION:

The welfare of children is paramount.

All staff working within LA Stars will:

- Follow the school's safeguarding and child protection policy.

- Receive safeguarding training appropriate to their role.
- Understand procedures for reporting concerns.
- Promote children's welfare at all times.

Any safeguarding concerns will be managed in accordance with the school's Child Protection and Safeguarding Policy.

HEALTH, SAFETY AND MEDICAL NEEDS

LA Stars will provide a safe environment and comply with relevant health and safety legislation and school procedures.

Medical Information

Parents must inform the club of:

- Medical conditions.
- Allergies.
- Dietary requirements.
- Medication needs.

Medication

Medication will only be administered in accordance with the school's Medication Policy.

First Aid

Appropriately trained first aiders will be available during club sessions. All accidents and injuries will be recorded on Medical Tracker and parents informed as appropriate.

INCLUSION AND EQUALITY:

LA Stars is committed to promoting equality of opportunity and inclusion. No child will be discriminated against on the grounds of:

- Age
- Disability
- Race
- Religion or belief
- Sex
- Gender reassignment
- Sexual orientation
- Pregnancy or maternity

Reasonable adjustments will be made wherever possible to ensure children can access the provision safely.

Where a child requires additional support to access the provision safely, the school will work with parents and, where appropriate, external agencies to explore funding and staffing solutions. If the school is unable to secure the level of support required to meet the child's

needs safely and reasonably within the resources available, alternative arrangements may need to be considered.

STAFFING:

The school will ensure:

- Appropriate staff-to-child ratios are maintained.
- Staff are suitably trained and supervised.
- Relevant recruitment and vetting checks are completed.
- Staff understand safeguarding and health and safety responsibilities.

EMERGENCY PROCEDURES:

In the event of:

- Fire
- Severe weather
- Medical emergency
- Building evacuation
- Lockdown situation

Staff will follow the school's established emergency procedures. Parents will be informed as soon as reasonably practicable where necessary.

COMPLAINTS:

Any concerns regarding the operation of LA Stars should initially be discussed with the BASC Manager. If concerns remain unresolved, parents should follow the school's Complaints Policy.

MONITORING AND REVIEW:

The Headteacher will monitor the effectiveness of the club and review this policy annually or sooner if required by changes in legislation or school procedures.