



## Thrunscoe Primary and Nursery Academy

### After School Club Policy

#### Statement of intent

The government expects **all** schools to have wraparound care on the school site, unless there is reasonable justification not to, having considered all support available.

Wraparound childcare is defined as childcare that ‘wraps around’ the conventional school day, i.e. provision directly before and after the school day, during school term time for school-age children.

There are many benefits to wraparound childcare, for children, families and schools. These can vary, but may include:

- Enabling parents to work or study.
- Supporting vulnerable children.
- Offering enriching activities that children enjoy.
- Attracting parents to the school.

Thrunscoe Primary Academy after school club (Cosmic Kids Club) has been created to provide a safe, welcoming and stimulating environment for all the children in our care and will support parents to access affordable and convenient wraparound childcare by delivering provision that is child-centred, easily accessible, and responds to the needs of families.

#### 1. Introduction

The club will provide a range of stimulating and creative activities in a safe environment, within our ethos of ‘Let Children Shine’. The club is run by staff from the school, and led by Mrs K Stephenson and Ms E Gresswell.

Cosmic Kids Club operates from 3.20pm – 5.30pm during term time.

A copy of this policy is provided to all parents of children attending the club and is also available on the academy website. An up to date price-schedule is available from the academy office and school website.

All parents/carers must complete an online registration form through our booking system Magic Booking for each child attending the club. Registration cannot be completed without parents ticking to say that they have read and agreed to the terms and conditions (see Appendix A). In order to use the booking system parents/carers will need to provide an email address which will be entered onto our MIS and exported into Magic Booking.

## 2. Admissions

- Only children attending Thrunscoe Primary Academy are eligible to attend.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents/carers will receive a paper copy of this policy and this policy is available to view via our academy website.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register which will be taken on an iPad through the Magic Booking system.

## 3. Arrival and Departure

### Arrival

- Designated staff will collect children from KS1 and KS2 and walk them to the club.
- Registers will be provided online via our Magic Booking app. A member of the club staff will then take a register on an iPad at the beginning of each session. If a pupil is not present at the club but is on the register and no message has been received by the club a member of staff will contact the class teacher/office to determine why they are not present.

### Departure

- Children will be signed out on the iPad by Mrs K Stephenson the club lead on departure.
- Parents/carers must ensure that any person who may collect their child is listed on the Magic Booking system and that it is kept fully up to date. Children will not be released to anyone unknown to the club staff unless parents have informed them first.

## 4. Session Times

- **3.30pm - 4pm (1 block = £2.50 per pupil)**
- **3.30pm – 4.30pm (2 blocks = £5 per pupil)**
- **3.30pm – 5pm (3 blocks = £7.50 per pupil)**
- **3.30pm – 5.30pm (4 blocks = £10 per pupil)**

From time to time Cosmic Kids Club may give special discounts or offer promotional codes. These are given at the Academy's discretion and are subject to change.

## 5. Safeguarding

All after school club staff are trained in Child Protection Procedures and follow the Academy Safeguarding Policy. Any concerns or allegations are dealt with discreetly and sensitively and staff will pass these on to the DSL or a member of the safeguarding team.

Children are secure and safe on the premises and are supervised at all times. Procedures are in place for emergency evacuation in the event of a fire and fire drills are carried out regularly. Access to the premises is controlled and visitors must sign in.

Parents are asked to provide at least 3 collectors to pick up their child/children and this information is stored in Magic Booking and in the Academy's MIS. If someone arrives to collect a child that is unknown to the Academy/after school club the child/children will remain with the club until parents have been contacted to confirm the identity of that person.

The Academy Safeguarding Policy can be found by clicking this link:  
[https://files.schudio.com/Safeguarding and Child Protection policy - Sep 2023.pdf](https://files.schudio.com/Safeguarding_and_Child_Protection_policy_-_Sep_2023.pdf)

## 6. Ratios

The academy is aware that the staff to child ratios needed will be dependent on the age of the children using the after school provision and the qualification levels of the staff running the club.

When determining staffing levels, the primary concern of the academy will be ensuring the safety and welfare of the children. The academy will take into consideration the following:

- How many staff are needed to ensure the safety and welfare of children
- The types of activity the children will be engaged in
- The age and needs of the children, including SEND or medical needs
- If any children need 1:1 support
- Safeguarding

The Academy will also ensure there is:

- A process for staff absences to make sure we can continue to meet the correct ratios.
- Enough staff to supervise children when eating or drinking.
- Enough staff to support a child who is taken ill or requires medical attention.

Where children who normally attend Reception class during the school day, or are younger – aged five or under – attend the after school club, the Academy will ensure that sufficient staff are employed as stated in the '[Statutory Framework for the Early Years Foundation Stage \(EYFS\) for group and school based providers](#)'.

Cosmic Kids Club currently has 40 places available, 8 of which are specifically for children under 5. This is to ensure we are always within the correct ratios.

## 7. Behaviour

Whilst attending the Club children are expected to follow the academy ethos and rules. The Academy behaviour policy applies at all times, including the rewards and sanctions. The Academy reserves the right to exclude a child or children if their behaviour deems it necessary.

## 8. First Aid

All club staff are first aid trained.

The academy first aid and administration of medication policy applies at all times.

Parents of any child who becomes unwell during Club will be contacted immediately. If a child is sent home during school hours, the school office will inform the Club of their absence.

## 9. Food and Drink

Cosmic Kids Club will only provide a snack and a drink during the sessions. This will be prepared by the club staff. Fresh drinking water will be available at all times.

Parents/Carers must notify the academy office if their child/children have any known allergies.

Parents/carers must also ensure that the academy office is made aware of any religious requirements relating to food.

Thruscoe Primary Academy is a nut free school and this applies to the after school club.

## 10. Missing children

In the unlikely event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child.
- A member of Club staff will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services and parents will be contacted.

## 11. Uncollected children

On occasion emergency situations arise and parents/carers may be unable to collect their child. In this instance we would ask that the parent/carer makes alternative collection arrangements as soon as possible. Parents/Carers may still be subject to the late collection fee, at the Headteacher's discretion.

If a child has not been collected by 5.30pm and we have not been notified of a reason for late collection, parents/carers will be contacted in the first instance by telephone.

The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after 1 hour, the police and Social Services will be informed.

**A fee will be applied for late collection at £5 for every 15 minutes late. This charge will be added to your account immediately. If this puts your account into arrears you will not be able to book further sessions until payment is made.**

## 12. Payment of Fees

Bookings must be made through our online system Magic Booking 72 hours before the place is required. Payments will be taken at the time of booking.

Payments using childcare vouchers and tax free childcare are accepted. Parents/carers are asked to contact the school office about which scheme they use prior to booking any sessions, so that we can register with that scheme.

Refunds for booked sessions will not be given unless in exceptional circumstances at the discretion of the Headteacher.

Payments made via Childcare vouchers cannot be refunded. If parents/carer's make a cancellation, their account will be credited for use against future bookings.

The parent/carer registering with Magic Booking is known as the 'contracting parent' and is responsible for payment of all fees.

If a parent is experiencing difficulty with payment of fees, they should contact the Academy office staff as soon as possible. Our staff will treat all matters confidentially and arrange for a discussion with the Headteacher in private.

Sessions will be released for booking on a half termly basis.

Sessions will be allocated on a first come first served basis. Parents will be informed when sessions have been released via text message.

Adhoc bookings with less than 72 hours' notice must be made through the school office and will be subject to places being available.

**The current session capacity is 40 children. 8 nursery age children and 32 children from Reception to Year 6.**

Parents can change or cancel their sessions as long as they give 48 hours' notice of the change. **Any changes or cancellations after this point are non-refundable.**

### 13. Equal Opportunities

Thrunscoe Primary Academy and Cosmic Kids Club is committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. Cosmic Kids Club adheres to the Academy's Equal Opportunities Policy.

### 14. Complaints

All complaints will follow the Academy's Complaints Policy which can be found on the Academy website: [https://Complaints Procedure March 2024 \(1\).pdf](https://Complaints Procedure March 2024 (1).pdf)

#### **Related Whole School Policies:**

The after school club is an extension of the school, therefore all school policies apply to the running of this provision. Of particular note are:

- Safeguarding and Child Protection Policy.
- Equal opportunities Policy.
- Health and Safety Policy.
- First aid and administration of medicines.
- Online Safety policy.
- Data Protection Policy.
- Early Years Policy.
- Charging and Remissions Policy.
- Complaints Procedures Policy.
- Healthy Eating and Food Policy
- All the above policies are available on the Academy website:  
<https://thrunscoeacademy.co.uk/important-information/policies>

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Policy date: May 2024

Approved by the governing body on: 13<sup>th</sup> May 2024

Review Date: April 2026

## Appendix A

### **Cosmic Kids Club Terms and Conditions**

#### **Bookings**

- All bookings must be made through: <https://thrunscoeacademy.magicbooking.co.uk>
- All bookings must be made 72 hours in advance.
- All bookings are subject to availability.
- The person making the booking accepts the booking conditions on behalf of the account holder.
- All bookings must be paid for at time of booking unless you are paying by Childcare Vouchers/Tax Free Childcare.
- If you wish to use childcare vouchers you must inform the office prior to making a booking which scheme you are registered with.

#### **Cancellation Notice and Charges:**

- It is the account holder's responsibility to cancel sessions.
- Any booked sessions which are not attended are still charged unless 48 hours' notice is given.
- Parents must inform the office by email if their children are arriving late.
- Any booked sessions which are not attended are still charged.
- All bookings must be made prior to attendance at the club. If your child arrives at the club and you have not booked your child into the club you will be contacted and asked to collect them.
- It is the parents' responsibility to inform the school if their child is attending after school club.
- It is the parents' responsibility to let the school know of any late cancellations.

#### **Special Offers and Discount codes**

- Discount vouchers or offers can only be used for the purpose stated.
- Only one offer or discount code can be used per booking.
- Each voucher code can only be used once per customer.
- Each voucher code can only be used on one booking and will not be valid if you would like to book further days on a separate booking before the voucher deadline ends.
- Offers and discounts may be withdrawn at any time.

#### **Payments and Overdue Balances**

- Types of payment available are Credit/Debit card, Childcare Voucher and Tax Free Childcare.
- When paying by Childcare Vouchers, please use your child's full name as the payment reference.
- Having an overdue balance may lead to the termination of your child's place within the club.

**Late Collection Fees:**

- A charge of £5 per 15 minutes will be applied to all collections made after the advertised session end time.

**Safeguarding and Welfare:**

- Thrunscoe Primary Academy Safeguarding policy applies to Cosmic Kids Club Wraparound Care. The policy can be found here:  
[https://Safeguarding\\_and\\_Child\\_Protection\\_policy\\_-\\_Sep\\_2023.pdf](https://Safeguarding_and_Child_Protection_policy_-_Sep_2023.pdf)
- We are committed to safeguarding all the children in our care from harm and abuse.
- Parents must inform Thrunscoe Primary Academy of any conditions that may affect their child (medical, learning, behavioural, etc.).

- **Medication:**

The Academy First aid and Administration of Medication policy applies at all times. The policy can be found here:

[https://Supporting\\_Pupils\\_with\\_Medical\\_Needs\\_Policy\\_February\\_2024.pdf](https://Supporting_Pupils_with_Medical_Needs_Policy_February_2024.pdf)

If your child requires medication of any sort, including an inhaler, the following must be in place before your child can attend:

- Permission to administer medication form. If you have not already completed one of these for the Academy please speak to the office.

**Please note: If the above is not in place, your child will not be able to attend the session**

**Collecting:**

- Children can only be collected by an adult over the age of 18 who has been authorised to collect them which is done by the parent adding collectors on their account as a collector.

**Behaviour/Exclusion:**

- Whilst attending Cosmic Kids Club Wraparound Care children are expected to follow the school ethos and rules.
- The Academy Behaviour Policy applies at all times, including rewards and sanctions. The policy can be found here:  
[https://Behaviour\\_Policy\\_and\\_Statement\\_of\\_Behaviour\\_Principles\\_2022.pdf](https://Behaviour_Policy_and_Statement_of_Behaviour_Principles_2022.pdf)
- The Academy reserves the right to exclude a child or children if their behaviour deems it necessary.

**Forced Closures:**

- If Cosmic Kids Club is forced to close due to an external factor such as bad weather, infectious or contagious disease outbreak, Power cut, or by order of Local Authority or Environmental Health, customers will be credited for any sessions booked.

**Schedule Changes:**

- Thrunscoe Primary Academy may need to amend Cosmic Kids Club, dates or times on occasions that may be out of our control. We will endeavour to give as much notice as possible in these circumstances. We will credit any bookings made.

**Photography:**

- Cosmic Kids Club occasionally take photographs and videos that can be used for marketing and promotional purposes, including on social media. If you would rather your child was not included in any photographs, please ensure your child's details are up to date. This can be found in the consents section on Magic Booking.

**Complaints:**

- If you or your child are not entirely happy with the services we provided, we would appreciate the feedback. In the first instance please speak to the Cosmic Kids Club lead, Mrs K Stephenson. If you are still not happy please email your concerns to the office and these will be passed on to the Head of Academy. Alternatively you can make an appointment to speak to the Head of Academy.  
Should you feel that your concern/complaint has still not been dealt with you can find our complaints policy here: [https://Complaints\\_Procedure\\_March\\_2024\\_\(1\).pdf](https://Complaints_Procedure_March_2024_(1).pdf)

**Parent Code of Conduct:**

- The Academy Parent Code of Conduct applies at all times. This can be viewed by clicking this link: [https://Parent\\_Code\\_of\\_Conduct\\_2023.pdf](https://Parent_Code_of_Conduct_2023.pdf)
- The Academy will always respond to an incident in a proportionate way. The final decision for how to respond to breaches of the Parent code of conduct rests with the Headteacher.

**Data Protection:**

- Thrunscoe Primary Academy collect personal details for you and your child to register and enable us to process your booking. It is your responsibility to ensure that you have the necessary permission to pass on the personal details of everyone required.
- You can view our Data Protection policy by clicking the link: [https://Data\\_Protection\\_Policy\\_June\\_2023.pdf](https://Data_Protection_Policy_June_2023.pdf)
- Parents must agree to the terms and conditions of our booking system to book with us.