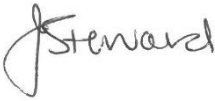





BRIGHT STARS POLICY

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| Formally adopted by the Governing Body of Sheringham Community Primary & Nursery School | |
| On | 23 rd November 2023 |
| Chair of Governors |  |
| Head Teacher |  |
| Last updated | 23 rd November 2023 |
| Review | 23 rd November 2024 |

Be all that you can be...



Summary of changes:

This policy has been revised as per the changes as outlined below.

| Section | Page | Changes |
|-------------------------------------|------|---|
| Pricing and Charging - January 2023 | 5 | Amended to reflect the increase in Parentmail transaction charge. |
| Staffing – June 2023 | 6 | Amendment to ratio and age range. |

Contents

| | |
|-------------------------------------|---|
| Our Core Aims | 4 |
| Introduction | 4 |
| Admissions | 4 |
| Booking places | 5 |
| Pricing and Charging..... | 5 |
| Staffing | 6 |
| Arrivals and Departures | 6 |
| Provision | 7 |
| Behaviour..... | 7 |
| First Aid | 7 |
| Medical conditions..... | 8 |
| Related Whole School Policies | 8 |
| Complaints | 8 |

Our Core Aims

- To provide an affordable, childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils to have Wrap Around Care before and after school hours and during school holidays.
- To provide ample opportunities for children to socialise with siblings, friends and children from across school age groups.
- To provide a high staffing ratio and ensure that children have sufficient individual attention and guarantee care and learning of a high quality in a fun environment
- To enable pupils to eat breakfast before the start of the school day/have an after school Snack and a High Tea in a pleasant, relaxed environment
- To employ caring, committed qualified staff
- To ensure our commitment to our equal opportunities
- To provide a varied programme of stimulating activities

Introduction

Bright Stars is run by Sheringham Community Primary School & Nursery and exists to provide high quality out-of-school hour childcare for our parents/carers and those in the locality. The children have the opportunity to extend their day within the school grounds and to join in with a variety of activities on offer.

The care operates:

- 7:45am – 8:45am (breakfast club)
- 3:15pm – 6:00pm (after school club)

during term time and 8:am – 6:00pm on selected dates during school holidays.

Current costs for each session can be obtained from the School Office.

A copy of this policy is provided to all parents of children attending the sessions and is also available on the school website. All parents must complete a registration form for each child attending the sessions and sign the parental agreement to adhere to the terms of this policy.

Admissions

- All places are subject to availability.
- The registration process must be completed prior to the child's commencement of the sessions. Please ensure the information that is filled in on registration is kept up to date. We have 'change of detail' forms that must be filled out if anything changes such as address and phone numbers.
- Parents/carers should ensure that all of the correct people that have permission to collect are stated.

- Parents requiring ad hoc places are welcome to use Bright Stars provided there are spaces and parents/carers have previously completed the registration process.
- All Bright Stars staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Booking places

- Places for Bright Stars are to be booked with the Play Leader and all payments must be made via ParentMail.
- Priority for places will be given to those pupils that have pre-booked sessions.
- Subject to space, ad hoc places can be booked up to the actual day.
- For holiday Club a non-refundable 50% deposit is required when booking a place for a child who attends Sheringham CP School. For those children wishing to attend from other schools the full balance is required in advance. Priority booking will be given to those who attend Sheringham CP School.
- Swapping sessions is not permitted however additional sessions may be booked if there is availability.

Pricing and Charging

- It may be necessary to change fees from time to time, however Parents/Carers will always be given at least one month's notice of this.
- Cancellations: If 7 days notice is given there will be no charge for the session. If less than 7 days notice is given half of the session fees will be charged. If less than 24 hours notice is given the full session fees will be charged.
- Fees must be paid via our online payment system (ParentMail). The school operates on a cashless system.
- Invoices are sent every Friday via parent mail with the bill for the week. Please can you ensure that these are paid within 14 days to avoid any outstanding fees becoming a high amount. Arrangements to clear invoices monthly must be only by prior agreement with the School Office.
- By the end of each term ALL payments should be brought up to date to start afresh for the new term.
- A confirmation of payment for the amount paid will be given via ParentMail.
- Parents should keep these confirmations as proof of payment.
- If debts exceeding £100 per family are not cleared within one week of an invoice being issued then we may reserve the right to stop future attendance until payment has been received.
- If parents/carers arrive later than 6.05pm there will be a charge of £5 per child. If children remain uncollected after 6.10pm there will be a charge of £10 per child. (This £10 charge is then continuously added on for every 10 minutes that goes

past). In the event of late collection every attempt will be made to contact the parent/carer during this time period.

- If parents/carers would like to hold a regular space for a child for the upcoming future a £50 non refundable deposit is required to secure the space.
- We accept childcare vouchers and these can be obtained via participating employers. We also accept payment via this website for tax free childcare: <https://www.gov.uk/tax-free-childcare>
- Bookings to secure holiday club spaces will require a non-refundable deposit and full payment is required prior to the start of the school holiday period.
- As the school operates a cashless payment system, a 1.72% administration charge will be added to all payments.

Staffing

- The Bright Stars leader and staff will have relevant qualifications to provide care for pupils
- At least one member of the team will also hold a first aid and food hygiene certificate.
- The club will be staffed at a minimum ratio of 1 adult for every 10 children for pupils over 8 years old and 1:6 for children from 3-7 years old.
- There will always be a Play Leader present and in addition at least one other staff member.
- Staff breaks will be timetabled but ensuring that effective ratios are maintained.
- A playworker is someone that provides stimulating play opportunities and encourages children to learn, develop their skills and express themselves. They set up safe and creative play ideas and help children to make new friends, learn new skills and develop as individuals.

Arrivals and Departures

Breakfast Club:

- Parents/ Carers are responsible for dropping off pupils for Breakfast Club
- Parents are to enter via the slope at the side of school and ring the doorbell. This will alert the staff members to come and greet the children.
- At the end of the session, pupils will be walked up to the school ready for their school start time
- Any information/ handover to the class teacher will take place at this time.

After School Care:

- Registers will be available to the Bright Stars staff each day to ensure staff know whether pupils have attended school that day.
- Parents must call Bright Stars if their child is going to be absent from any session.

- Children will continue to stay within the school building and meet in the hall with Bright Stars staff once their class have been dismissed.
- Any information/ handover to the Bright Stars team will take place at this time.
- Parents are to collect pupils via the slope at the side of school and ring the doorbell. This will alert the staff members to bring the child/ren to them.
- Parents/ Carers are responsible for collecting pupils from after care (we will not release pupils without a named adult)

Provision

- A range of activities are planned for the pupils depending on their interests and needs.
- After School Care provision is planned for by our Bright Stars team and provides opportunity for pupils to complete homework, experience art and craft activities and some ICT opportunities.
- We do kindly ask that all parents arrive to us at latest 5.55pm to allow time to collect belongings and sign out. However, if there are unforeseen circumstances we do offer a grace period of up to five minutes (6.05pm).

Behaviour

Whilst attending Bright Stars children are expected to follow the school behaviour policy.

Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour. If, after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Bright Stars Leader may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- All accidents will be recorded in the Bright Stars accident log which are accurately reported to the parents/carer via a telephone call or face to face on collection.
- Accident records will give details of the time, date and nature of the accident; details of the child involved; type and location of the injury; action taken and by whom.
- All incidents are dealt with by a qualified first aider. Parents of any child who becomes unwell during the session will be contacted immediately.

Medical conditions

- It is the parent's/carers responsibility to inform the Bright Stars staff of any medical conditions/allergies that could affect the child during the session.
- Any prescribed medication needed should be provided to the main school office in line with school Policy or to Bright Stars staff during holiday club.
- It is the parent's responsibility to ensure that all emergency medication is still within its usage date.
- It is the parent's responsibility to inform the main school office and Bright Stars of any changes to medical information.
- Where a healthcare plan is in place and already held by the school, it will not be necessary for a new plan to be written, the original plan will be shared with Bright Stars staff.

Related Whole School Policies

- Behaviour Policy
- Safeguarding
- Equalities policy
- Health and Safety policy
- Children with Medical Conditions Policy
- Complaints Procedure

Complaints

The school complaints procedure is available from the school office or can be found on our school website.

Monitoring and Evaluation

This policy will be reviewed annually by the Head teacher, staff and governors.