



St. Wilfrid's Church of England Primary School Orchard Policy 2023

Our Christian Vision:

Our distinctive Christian vision is to follow Jesus' teaching, enabling all members of the school family to live and love fully. We aim for everything we do to be clearly reflected in our mission statement: **Love God, Love each other, Love learning.**

Let all that you do be done in love (1 Cor 16:14)

Signed

Date:

To be reviewed: .Spring 2024



The Orchard Policy

Introduction

St Wilfrid's CE Primary School, Halton, Lancaster, Before and After School Club (The Orchard) provides high quality out-of-school hours childcare for parents and carers of pupils who attend the school. As an integral part of the school's pastoral care, we offer a range of stimulating, creative and fun activities in a safe and familiar environment. The Orchard is an integral part of the school's pastoral care and, as such, abides by all the school's existing policies and procedures (available on the school's website and on request from The Orchard).

Hours and costs*

A morning session at The Orchard is from 7.45am - 8.45am Cost: £4

The afternoon session is from 3.15pm - 5.45pm Cost: £7.50

The Orchard operates every day that the school is open to children. On the final day of a term when the school closes at 2pm, The Orchard will close at 4.30pm.

All parents must complete registration with Magic Booking (link available on our website) and make bookings via the same online system for each child attending the club and adhere to the rules and regulations laid out in this policy.

Bookings and payment

All bookings must be made within 48 working hours of the day required. (e.g. If Monday is required, then the place needs to be booked by 6pm on the Wednesday before; allowing 2 full working days in between) Any later 'casual' bookings must be emailed to orchard@st-wilfrids.lancs.sch.uk or bursar@st-wilfrids.lancs.sch.uk and will depend on the availability of limited spaces. When bookings are made on our online system, bookings will close when a session is full.

Payment is required when booking online, either using card or childcare vouchers (various sorts are accepted – see magic booking for further details.) Payment plans are also available, for those who may wish to book for the term or the whole year.

Children who are not booked in will not be able to attend The Orchard, unless space is available, and a parent or guardian can confirm they would like their child to stay at The Orchard. Otherwise, they will remain in the care of school, until a parent or guardian can collect them.

*If they are added as a **late booking**, then payment is required the next time the parent or guardian logs into their magic booking account.*

Exemptions/absences and charges:

There will be no charge to parents (and their place will be kept open) if:

- A child is absent from school on an educational visit that finishes after 6pm
- The school is closed for any reason (i.e. snow closure/flooding/fire/COVID or any unforeseen circumstance)

Parents will still be charged in full if:

- A child is absent from school due to illness
- A child attends a school-run extra-curricular activity (e.g. sports, choir etc) and then comes to the Orchard. (Children will still have their place and snack will still be provided assuming there is time between the child rejoining The Orchard and parental pick up).

Arrival and Departure (morning):

- Parents/carers are to bring their children through the pedestrian gate leading onto the KS1 playground and along the footpath into the rear door of the hall.
- Parents must bring their child (regardless of age/year group) into school and hand them over to a member of the Orchard staff.
- At the end of the session (8.45) , children in KS2 will be allowed to walk to their classrooms independently. A member of The Orchard staff will oversee KS1 children to ensure they get to their classrooms ready for the school day.

Arrival and Departure (afternoon):

- At the end of the school day, children from all KS1 classrooms will be brought by a member of staff to the hall. KS2 children will make their own way to the hall. A register will be taken immediately.
- A register will be taken every session
- Children should be collected from the school's main office by alerting The Orchard staff by ringing the doorbell and waiting for staff to bring their child to them.
- All children must be signed out when collected.
- Parents/carers must ensure that any person who may collect their child is listed on the magic booking account as **a collector** and that the school is kept fully up to date.
- Please note that a child will not be handed over to anyone else unless it has been previously arranged with the school or The Orchard. The Orchard will endeavour to contact a parent or guardian for verification, but will not be able to release the child/children until they are satisfied that the collector is known to the parents/guardians and children.

Provision

The Orchard's breakfast club will offer activities along with a drink, fruit, cereal or toast for breakfast. After school activities will be indoor and outdoor (depending on the weather). A drink and healthy snack will be provided. We ask that if children bring their own snacks, that they abide by the school's healthy eating policy. Children will have access to the school hall, playgrounds, field, and ICT suite. Activities may include arts and crafts, sensory play, assault courses, sports and free play, homework support, ICT challenges and games, role play and board games. They will be supervised at all times.

Late Collections

All children should be collected by 5.45. If a child is in school after that time the parent/carer will be contacted using the details provided on their magic booking account. If there is no response, the emergency contacts will be called using details provided on the magic booking website. **Please note that if a child is still in school at 5.45pm a £10 penalty charge will be incurred each 15 minutes after 3 times of late collection in the same half term.** If a child has not been collected 45 minutes after the end of the club (6.30pm) and there is no contact with parents/carers the school reserves the right to contact Social Services and/or the Police.

Persistent lateness of 3 or more late collections will result in a fine to cover costs and possible loss of a place at The Orchard.

Parents/Carers Responsibilities:

In order to provide safe, effective care for your children we need your cooperation with the following:

- Ensure that your child knows when they are attending The Orchard.
- Ensure that your child knows who is picking them up after each session.
- Ensure that all contact details are up to date.
- Ensure that you sign your child/children out at each session.
- Be prompt in collecting your child/children.
- Be prompt in payment.
- Inform The Orchard staff (on The Orchard's phone number or via email) if their child is going to be absent from the morning Orchard session.
- Alert The Orchard staff to medical/dietary needs of your child/children.

This policy is given to all parents of children attending The Orchard and is also available on the school's website.

