



Hexthorpe Primary Academy
Urban Road, Doncaster,
South Yorkshire DN4 0HH
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www.astreahexthorpe.org
Principal: Nicola Parker-Watts



Out of Hours School Club Policy



Hexi Kids – Out of Hours School Club

Staff

Miss Rebecca Bramley
Mrs Rahvinder Singh

Session Times

Breakfast Club: 7.45 – 8.35am

The children will be escorted to their classrooms at 8.35am by a member of Breakfast Club staff.

After-School Club: 3.05 – 5.00pm

Children will be escorted to the main reception by a member of club staff where they will be collected by a parent/carer.

Admissions

Parents/carers will be required to complete a registration form giving all relevant emergency contact details and any illnesses or allergies their child may have. Allocation of places is based on equality and total fairness. If a child does not attend after 6 months of registration, Parents/Carers must complete a new form in order to keep information updated.

Pre-Booking

There are 26 places available in Hexi Kids in both breakfast club and after school club. All children **must** be pre-booked, giving at least 24 hours notice in order to secure a place.

Parents/Carers must pre-book by calling/texting: 07810855711

In the event of a waiting list, parents/carers will be notified if a space becomes available.

Fees

	Times	Fees
Breakfast Club	7.45-8.35	£2.50
	From 8.15am	£1.00
After School Club	3.05-5.00pm	£3.00 per hour
		£6.00 per evening session

All payments must be made in advance each week before children attend the club. Fees must be settled by Thursday morning. The responsibility of payment of fees lies at all times with the person who has made the booking. If payment is not received within 14 days, a verbal or written request will be sent by the Business Manager. Receipts will be issued once payment is received.

Cancellations

In the event of parent/carer cancelling a session, the club leader must be informed with at least 24 hours notice. Any cancellations made on the day will be expected to pay full price for this session. Exceptions to this can be made for circumstances such as illness or school closures, if the club leader is notified.

Penalty Charges

Parents/Carers who are late to collect their child will incur a penalty charge of £3.00 per 10 minutes after club closing time at 5.00pm. Exceptions may be made in certain circumstances if the Club Leader is notified.

Complaints Procedure

In the event of a complaint arising, parents/carers should feel they are able to complain effectively and without fear of victimisation. To achieve this, the club will:

- Treat everyone fairly and equally
- Promote an environment of mutual respect, trust and communication
- Record all complaints whether informally or formally made
- Provide a private area for users do discuss any matters with staff

Accident and Incident Reporting Policy

We are committed to ensuring that children attending the club do so in a safe environment that is in line with all relevant legislation.

To do this the club's staff will ensure that:

- There will be at least one member of staff on duty at all times who holds a recognised first aid certificate.
- An incident and accident book is available each time the club is operational
- All accidents/incidents involving children/people/staff or anyone within the club's premises are recorded
- All accidents/incidents involving children are reported to parents/carers upon collection of child
- All accidents/incidents involving the club's premises, materials or equipment must be reported to the relevant person
- All equipment including fixtures and fittings should be regularly checked and signed on the relevant forms

Behaviour Policy

Hexi Kids follows the whole school behaviour policy of traffic lights. Children who are moved onto amber or red will be recorded and followed up by the pastoral team. Children who continue to have unacceptable behaviour will be removed from the after school club, advice sought from the head teacher and if necessary the child will be asked to leave the club following a formal meeting with parents/carers.

Policy for the Collection of Children from the After School Club

Our aim is to ensure the safety of the children in our care at all times. In the event of a child who has failed to be collected;

- A record of who is allowed to collect the child from the club will be made available to all staff
- Staff will not allow a child to leave with an unauthorised person/people
- If the parent/carer wishes for the child to be collected by a person other than those nominated on the registration forms, the staff should be made aware of this prior to collection
- The club officially closes at 17.00 – if due to unforeseen circumstances, the collecting person does not arrive before this time, the club should be contacted as soon as possible to be made aware of this and the reason for late collection
- If a child has not been collected within 10 minutes of the club's official closing time, staff will attempt to contact the parent/carer and other authorised person/persons using the contact numbers given on the registration forms
- The club leader will monitor all late collections of children and where necessary, the school head will be informed.

