



The Nar Valley Federation of Church Academies

Before and After School Care

Policy Type:	Academy Policy
Approved By:	Local Governing Body
Date Approved by LGB:	20/5/2025
Review Date:	20/5/2027
Person Responsible:	Head Teacher

Summary of Changes

The policy has been amended as follows.

Page Ref.	Section	Amendment	Date of Change
3	Payments	Payment method amended to: 'via the My Ed/Plus Pay APP'	12/07/21
Various		Addition of After School Care	01/09/23
4	Payments	Financial support request	05/12/23
3	Administration	Session availability amended for Sporle Primary	06/09/24

General Policy Roles and Accountabilities

The Diocese of Norwich Education and Academies Trust (DNEAT) is accountable for all policies across its Academies. All policies, whether relating to an individual Academy or the whole Trust, will be written and implemented in line with our ethos and values as articulated in our prospectus. We are committed to the provision of high-quality education in the context of the Christian values of service, thankfulness and humility where individuals are valued, aspirations are high, hope is nurtured, and talents released.

A Scheme of Delegation for each Academy sets out the responsibilities of the Local Governing Body and Head Teacher. The Head Teacher of each Academy is responsible for the implementation of all policies of the Academy Trust.

All employees of the Academy Trust are subject to the Trust's policies.

Through our Christian Values we are an inclusive federation which strives to we enable all staff and children to: -

'Let your light shine'

Matthew 5:16

We aim to become a community which nurtures individuals to develop a sense of belonging, purpose and self-belief in order for all to flourish and shine.

Our values of respect, responsibility, kindness, courage, hope and forgiveness are clearly illustrated in the parable of the Good Samaritan (Luke 10:25-37). This powerful message provides a basis to enable our children to flourish and shine as unique individuals.

Policy for Before and After School Care at the Nar Valley Federation of Church Academies

Our Aims

- We aim to give high quality Before and After School Care which meets the needs of both parents/carers and children.
- For parents/carers, this means knowing that your child is safe and happy in a club that is reliable and offers consistent care.
- For a child, this means an environment that is safe, supportive, encouraging and nurturing.

Management

Before and After School Care is delivered by academy staff and does not need to be registered to OfSTED. However, it will be inspected by OfSTED when the school is.

Monitoring of the provision of Before and After School Care is undertaken by the Head Teacher and Governing Body.

Before and After School Care falls under the academy's current insurance.

Staff have an enhanced DBS check in place. New staff will have an induction. One member of staff runs each club, although there is always at least one other member of staff on site, should assistance be required in any way.

Before and After School Care follows the academy's existing policies and procedures; copies of policies can be requested from the offices.

Administration

Session Availability

Before and After School Care runs 5 days a week (Monday – Friday) at the following times:

Sporle CE Primary Academy – Before School Care from 8:00am to 8:40am. After School Care from 3.10pm to 4.15pm and 3:10pm to 5:00pm **on Mondays, Tuesdays and Thursdays only.**

Castle Acre CE Primary Academy - Before School Care from 8am to 8.40am. After School Care from 3.10pm to 4.30pm.

Narborough CE Primary Academy - Before School Care from 8am to 8.40am. After School Care from 3.10pm to 5pm.

There are no sessions during school holidays or INSET days. To attend before and after school care, children must be registered and booked in, in advance.

We can offer 15 places at each club with an additional 2 places being used for ad hoc care.

Registration

Once a completed and signed online registration form has been completed, a child will be registered with our service and bookings for regular or ad hoc sessions may be made. Please do book places 24 hours, prior to your child attending the session to ensure there are spaces.

Booking a Place

Ad hoc sessions – when these are requested the parent/carer will be notified whether a place is available as soon as possible after receiving the request for a place.

Regular sessions – on receipt of a booking form, the academy office will advise whether a space is available. Bookings will be made on first come first served basis, as received by the office

Payments

Regular places must be paid for in advance for each half term, as per the cost on the booking form, so staffing ratios can be planned for. Payments can be made via the ParentMail App to the Nar Valley Federation.

Charges are as follows:-

Before School Care - £2 per session

After School Care - £6 per session

**Late Collection Charge - £5

** We fully understand that from time to time a child may be collected late from school due to circumstances beyond anyone's control and we will of course support you fully in these circumstances. Should your child be collected late 3 times or more it is likely that a late collection charge of £5 will be issued. Any fines are used to fund additional materials for various activities throughout the year

Ad hoc places can be paid for in advance of the session once it has been established that there is a place. Please check with the office.

No refund is given for sessions only partly attended. No refund is given if the child is absent or sick.

Severe weather: In the event of closure due to severe weather parents/carers are informed. A refund of session fees would be made under these circumstances or any others where the school is unable to provide care due to unforeseen circumstances.

Should you require financial support to enable your child to access Before or After School Care, whether your child is entitled to the Pupil Premium or not, please do contact us as we may be able to talk to local charities to access funding. Please request a financial support form from school.

Termination of Before and After School Care

If the school stops provision of Before and After School Care, it will give a month's written notice to all registered pupils.

Safeguarding

We want the children in our care to be safe and happy.

Before and After School Care will take all necessary action to safeguard and promote the welfare of children in its care.

The registration form contains permission for parents/carers consent for emergency medical treatment for their child, including surgery and/or general anaesthetic, if certified necessary by a doctor and if Parents/Carers cannot be contacted on the emergency numbers provided in time.

Staff have training in child protection and will report any concerns to the Designated Person for Child Protection.

Absent children are followed up from the registers at the beginning of the session but please telephone the school if your child is going to be absent from Before School Club.

Ill children should not be sent in, as per school policy.

All accidents that staff are made aware of, are documented following existing school procedures and reported to parents/Carers.

Day to Day

Before School Care

Please wait outside the main (office) entrance in the mornings where children will be collected at 8.00am, at Narborough and Castle Acre parents can sign children in here. At Sporle, parents can drop their children at the kitchen door from 8.15am. Before School Care will take place in the library at Narborough and in the hall at Castle Acre and the hall at Sporle. If an alternative room is needed, notification will be made. Children will be able to participate in quiet and purposeful activities such as playing games, using construction equipment, reading or drawing.

At 8.40am, children will be taken to classes at Castle Acre and Narborough and to the playground at Sporle, where they are under the supervision of the teacher or member of staff on duty.

After School Care

Children will be taken to the library where they are under the supervision of a Teaching Assistant or a member of staff on duty and a register will be taken. During the after school care session, the children will have a light healthy snack e.g. cracker, fruit and water. Parents will collect their child from the main reception. If the child is being collected by a different adult the same procedures as when collecting a child at the end of the day must be followed e.g. advising the class teacher at drop off or a phone call to the office.

Users of Before and After School Care will be made aware of any revisions in this policy.

This policy will be reviewed every two years.