



Staffordshire University Academy Trust		St. Edward's Academy Cheddleton Brambles Before and After School and Holiday Provision Policy				
Approved by:	SEAC LAC	Issue Date:	July 2024	Review Date:	July 2025	
Policy Owner:	Brambles Manager: Mrs S Curley					
Audience:	LAC	<input checked="" type="checkbox"/>	Trustees	<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
	Staff	<input checked="" type="checkbox"/>	Parents	<input checked="" type="checkbox"/>	Pupils	<input checked="" type="checkbox"/>

Brambles operates in accordance with all St Edward's Academy Cheddleton (SEAC) policies. These can be accessed on our Academy website <https://www.stedwardscheddleton.co.uk> If you would like a paper copy of any policy, please speak with a member of the Brambles Staff.

Mrs Curley, Brambles Manager at St Edward's is responsible for supporting staff with safeguarding, health and safety and welfare management. The Academy Designated Safeguarding Lead (DSL) is Mrs Sue Machin (Principal) and the Deputy Designated Safeguarding Leads (DDSL) are Mrs Anne Hordern, Mrs Densie Leese and Mrs Stephanie Curley, whose roles and responsibilities extend to Brambles provision staff in relation to welfare and safeguarding needs.

Introduction

St Edward's CE Academy Cheddleton provides a high quality Before and After School and Holiday Club (BASC) which is led by our Local Academy Council and qualified academy staff. The provision is for children of St. Edward's CE Academy, Cheddleton.

The children are encouraged within a 'home from home' environment to play, have fun and relax within the club. Tailored activities are offered and 'Homework' time given to those who wish to take the opportunity. Resources are age appropriate and based on the children's interests.

Brambles provision is an extension of our academy and, as such, is comparable in ethos, vision and values. We will teach **wisdom**, model and expect **respect** for all. We will nurture **compassion, responsibility, courage** and **perseverance**, equipping our children for life in all its fullness as honest adults in our diverse and ever changing world. We aspire to work collaboratively with our academy, Multi-Academy Trust, local, national and global communities as by...

Learning and Caring Together '...they will flourish in the courts of our God' (Psalm 92:13)

Before and After School Club

The Before School Club operates between 7:30am – 8:45am term time and the After School Club operates between 3:00pm and 6.00pm term time. Breakfast and an afternoon snack are provided and dietary needs are accommodated.

Holiday Club

Our Brambles Holiday Club offers exciting theme-based activities. We take advantage of our extensive grounds that include the forestry area, gardens and playgrounds. The club hours are 7.30am – 6.00pm. Parents have an option of booking a full day (7.30am – 6.00pm) or a short day (9.00am – 3.00pm).

We provide breakfast, lunch and an afternoon snack, although children are welcome to bring their own packed lunch.

Our holiday club is open during all school holidays, with the exception of the Christmas break (approx. 2 weeks) and a staff training day in September.

Admissions

1. All places are subject to availability at the discretion of the Brambles Manager and Academy Principal.
2. The Registration and Childcare Agreement must be completed prior to the child's commencement at Brambles.
3. Academy permissions for activities, photographs etc will also be adhered to for children accessing our Brambles provision.
4. All Brambles staff are made aware of the details of a new child.
5. Where there are medical needs the Brambles Manager will liaise with the child's parents/carers and inform all other Brambles staff of care plan needs.
6. Where there are additional needs Brambles staff will liaise with the academy's inclusion team.
7. Places are booked in advance via the Hivelink system and can be cancelled up to 7 days prior to the booking
8. Children's attendance is recorded in the online Hivelink register.

Charges, Invoices and Payments

Session	Time	Price
Before School Club	07.30 - 09.00	£5.00
<i>Includes Breakfast of; Toast, Cereals, fruit and Yoghurts</i>		
After School Club	15.00 - 18.00	£10.75
<i>Includes High Tea (please see enclosed menu)</i>		
Full Week Before and After	As Above	£70.00
Holiday Club Full Day	07.00 - 18.00	£29.50
<i>Includes Breakfast, Fruit Snack, Packed Lunch and High Tea</i>		
Holiday Club Short Day	09.00 - 5.00	£25.00
<i>Includes Fruit Snack and packed Lunch</i>		

- An extra charge will be made to parents who collect their children after 6.00pm at a rate of £5 for the first 15 minutes and £5 every 15 minutes after that.
- Failure to pay fees on time may result in a late payment fee and can result in termination of your child's place(s).
- Our fees are standard and must be paid for every day reserved. **Booked places for absence are not refundable and unused provision will not be carried forwards.** Extra sessions will be accommodated whenever possible.
- In line with Staffordshire University Academies Trust Policy, childcare is paid for on booking. Payment can be made via Hivelink, Childcare Vouchers or Tax Free Childcare. Children attending Nursery, who are entitled to the 30-hour funding, can also use this towards their childcare costs in Brambles.

Any invoice or funding queries should be directed to Mrs Ullman, our Office Services Manager l.allman@stedwardscheddleton.co.uk or 01538 714840.

Arrival at Before School Club and Holiday Club

- Parents/carers are required to bring their child directly to Brambles via the door on the Key Stage One playground.
- A register of arrival is maintained via the Hivelink system.
- Parents/carers must inform the staff if their child is going to be absent prior to the booked session.
- In the Early Years and Key Stage One, children will be taken to their classes by a member of the Brambles Team. Most children in Key Stage Two walk between Brambles and their classrooms independently (internally).

Departure from After School Club and Holiday Club

- In the Early Years and Key Stage One, children will be collected from their classes by a member of the Brambles Team and escorted to Brambles. Most children in Key Stage Two walk between Brambles and their classrooms independently (internally).
- A register of 'arrival' is maintained via the Hivelink system.
- Parents/carers must inform the staff if their child is going to be absent prior to the booked session.
- The team will liaise with the class teacher/office to determine any reason for absence.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date. Children will only be dismissed to people authorised to collect.
- Parents/carers are required to collect their child directly from Brambles via the door on the Key Stage One playground.
- There must be a face-to-face handover and children will be 'signed out' by Brambles staff, via the online system.
- Parents/carers must collect their child by 6pm. If they are collected later than this, then academy procedures for late collection will be initiated and a charge will be applied.

Please note: parking on the academy staff and visitor car park is not permitted for parents/carers.

Behaviour

- The BASC's designated member of staff responsible for behaviour management is the Brambles Manager Mrs Curley (in liaison with the academy's Personal Development Behaviour and Attitudes Lead).
- Brambles will follow the Academy's Behaviour Policy. Children are rewarded for demonstrating our academy values in action (Respect, Courage, Perseverance, Compassion, Honesty, Resilience, Wisdom).
- If a child's behaviour is causing concern, then Brambles Manager will be informed immediately and collaborative support from Inclusion Team will be accessed.
- Brambles staff will log incidences of inappropriate behaviour in line with our Academy Behaviour Policy.
- Where it is deemed necessary a meeting will be held to discuss the suitability of the child's access to Brambles.

Medication and Illness

- Children who are not well enough to attend school should not attend Brambles.
- Staff will administer prescribed medicine in line with the Academy's Policy and Procedures.
- Parents must provide written permission for the administration of all medication.
- If a child becomes unwell, a member of Brambles staff will contact the parent/carer to collect. They will be informed of procedures with regards to return to school, for example, if they have sickness and diarrhoea or an infectious illness. Staff will refer to the Public Health Agency guidelines.

First Aid

- All accidents will be recorded accurately and reported to the parents/carers upon collection and signed by a member of BASC staff and the parent.
- Accident records must give details of; 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.

Communication

- Brambles direct phone line number and answer service is 01538 714845.
- Mrs Curley will manage day to day communication, messages, queries and questions.
- The Brambles team work closely with the class teachers and support staff to ensure smooth transitions and continuity of care at St Edward's.
- We have a Brambles Dojo account, where parents can communicate directly with the team. Once the child is registered with Brambles, they will be set up on this account.

BASC feedback

- We value all comments about our Brambles provision and we will endeavour to address concerns at the earliest stage possible. In the first instance complaints should be directed to a member of Brambles staff, who will refer the issue to the most appropriate person.

Access to information

Brambles operates an open access to information policy and parents are welcome at any time to view our policies and procedures. These can also be found on our Academy website.

<https://www.stedwardscheddleton.co.uk>