



DIOCESE OF SOUTHWELL
& NOTTINGHAM
MULTI ACADEMY TRUST

Linby cum Papplewick C of E Primary School

Before School Club Policy

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1. INTRODUCTION AND AIMS

Linby cum Papplewick C of E Primary School Before School Club was established in September 2023 to serve the whole school community (Reception to Year 6) and to provide a secure and friendly out of school hours environment. Play and learning are at the heart of our ethos.

The key aims of the club are:

- To provide the highest possible standard of care in a secure, caring and supportive environment, where children feel comfortable and happy before starting the school day
- To enable children to eat a varied, healthy breakfast before school in a pleasant, relaxed environment
- To help children remain aware of the importance of a healthy breakfast
- To create opportunities to support learning
- To employ caring, qualified and supervisory staff

2. BOOKING ARRANGEMENTS

Bookings for Before School Club are made by making a payment on SCOPAY at least one week before. Please note that Before School Club can be very popular and therefore a place cannot be guaranteed. Places will be strictly allocated on a first come first served basis. Bookings can be made on an on-going recurrent basis (same day(s) every week) or on a half-termly basis. For recurrent bookings, please contact the school office and we will load these patterns onto SCOPAY. These sessions **must be paid for** before your child attends the club.

The deadline for booking is 3pm on the Sunday of the week before you require the club – this is to ensure that our team can put the appropriate staffing levels in place to supervise children, maintain adult: child ratios and also to order the appropriate stock levels of food. Any changes to bookings or cancellation of bookings must be made at least 48 hours in advance. Parents can make these changes on the SCOPAY app. Payment for Before School Club sessions is made via SCOPAY or by childcare vouchers (see “payment arrangements” below for further details. You must make payment in advance of booked sessions).

Emergency (one-off) places that are required within the 48 hours notice period will incur an additional charge. The cost of an emergency place at the Before School Club is £6.

The Before School Club team will not be permitted to allow a child to attend who has not booked and paid for a place in advance as per this policy – this is to ensure safeguarding compliance with adult: child ratios and other health and safety requirements. Sessions missed, including those through illness, will be chargeable.

3. PAYMENT ARRANGEMENTS

You can pay for sessions as follows:

SCOPAY

You can pay for Before School Club with your credit/debit card through a secure online portal. A charge is recorded each session your child attends so you can manage your child's account effectively. You should maintain a credit balance on your child's account at all times. You will be provided with SCOPAY activation information when your child enrolls in school.

Childcare Vouchers

You can pay for Before School Club using childcare vouchers. If you wish to pay using this method please contact the school office who can confirm whether we have an account set up with your childcare provider – if not we can set one up but will require reasonable notice for this.

Vouchers payments are credited to your child's SCOPAY account so you can manage the account effectively. Please ensure remittance advices are copied to office@lcp.snmat.org.uk with the reference of the dates paid for.

Tax-Free Childcare scheme

You can pay for the club using the Government's tax-free childcare scheme. For every £8 you add to your account the Government will add a further £2. Please visit www.gov.uk/get-tax-free-childcare for more details. As above, please register with the school office.

4. TIMINGS AND COSTS

Sessions run Monday to Friday from 7.30 a.m. to 8.40 a.m. during term time

Age Range: Reception to Year 6

Cost: £5 per session before 8am

£4.50 per session after 8am

Payment is to be made in advance for all booked sessions. Breaches of our payment policy and if your account falls into arrears, we will withdraw your child's / children's place.

5. DROPPING OFF CHILDREN

Children should be handed over to a member of staff at the school entrance from 7.45am. Their attendance will be marked on the register which is produced from the booking system – children who do not have a pre-booked place will be refused entry as legally required adult: child ratios must be maintained at all times. Last entry to Before School Club is

8.20am to ensure the staff have time to deliver a breakfast to all children and carry out planned activities. Children are taken to their classes by a Before School Club worker at 8.40am.

6. BREAKFAST MENUS

Linby cum Papplewick C of E Primary School is a 'Healthy School'; therefore, the club will be run in line with this policy, providing a healthy menu. We provide a wide choice of healthy options for breakfast. Children can choose from the following every day: a bagel, a selection of healthy cereals and fresh fruit.

7. BEHAVIOUR

Our aim is to create a fun, caring environment where children are expected and encouraged to act kindly and considerately towards their peers and the staff. Incidents of inappropriate behaviour at Before School Club will be reported to the Head Of School and the Before School Club Manager will speak to the parents/ carers of the child(ren) involved. Before School Club reserves the right to refuse bookings for children who persistently behave inappropriately.

8. ACTIVITIES

Play and learning are at the heart of our ethos. Activities are child-led, helping children to develop positive attitudes to independent learning through play and positive relationships with the children and adults. The club offers a wide range of activities. The programme takes into account the time of year, incorporating special occasions and multi-cultural celebrations. Resources such as arts, crafts, board games, books and construction toys are readily available on a daily basis.

9. STAFFING

Before School Club is run by experienced staff, who are highly qualified in children's care, learning, development and play work. They and the school's management are all committed to attending training to help them to continually develop their skills and knowledge even further, benefitting the children in our care. All staff are in possession of an Enhanced DBS certificate and conform to all of the school's employment requirements. Staff are suitably qualified in First Aid and Food Hygiene. Appropriate adult: child-staffing ratios will be strictly maintained at all times

10. HEALTH & SAFETY/ RISK ASSESSMENTS

The club operates under the school's Health & Safety Policy and appropriate risk assessments have been undertaken for all activities carried out within the club. Pupil registration forms, including allergies and emergency contact information are held by the Before School Club Manager who has use of a school phone when necessary. In the event of a fire, Before School Club staff will escort pupils out of the hall and vacate the building via the nearest fire exit, after which they will assemble in the nearest fire assembly point. Appropriate fire evacuation signage is displayed in the dining hall.