

Policy Ref:
Student #016



Before School Club (BSC) Policy

Statutory?	No
Date Approved	November 2024
Approved By	Headteacher
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Before School Club (BSC) Opening Hours

Before School Club starts at 8am and children will be taken to their classrooms before the beginning of the school day. Children must be dropped off by a parent/guardian to the BSC gate where they will be registered.

Registration/Booking

If a parent/guardian wishes their child to attend BSC, they must make a request via the School Office to book sessions, then sign and return this policy before the child's first session. Sessions are booked at least a week in advance. If a parent wishes to book a session(s) with less than 1 weeks' notice due to unforeseen circumstances, they must telephone the School Office.

Fees

The BSC charge is £3.00 per session. This fee is charged by attendance per day, so if a child is absent, no fee is charged. Parents/guardians do not have to commit to a regular booking pattern; once a child is registered to attend BSC, individual sessions can be booked a week in advance to suit the parents' needs. All children will be signed in every day and the time will be noted. This register will be used to allocate termly charges to parents/guardians.

The fees for BSC will be allocated to parents/guardians via the school's payment system: ParentPay.

Arrears and Debt Recovery

If payment is not received by the deadline stated on ParentPay, we will issue a reminder via email or telephone call.

If a parent/guardian is struggling to make payment, they should contact the school to discuss this in the first instance and we will work with them to agree a suitable repayment plan.

If no payment is made and we receive no contact from a parent/guardian, or if an agreed payment plan is not adhered to, the following action will be taken:

- We will ask you to reduce the days your child attends whilst the debt is recovered and/or
- We will transfer your account to the Debt Recovery Team at Somerset County Council.

Sickness

If your child is on medication you must complete a 'Medicines in School' form before the medicine can be administered at BSC.

Personal Property

We cannot accept responsibility for lost or broken items brought to BSC and staff may not always have time to look for these items if they are lost. Everything your child brings to BSC must be clearly labelled with your child's full name.

Behaviour

We expect all students attending BSC to follow the School's Behaviour Policy (a copy can be found on the school website).

If a child's behaviour raises a concern, but it is low-level, then a parent/guardian will be notified and an initial warning given.

If a child continues to display unacceptable behaviour during BSC, then we reserve the right to remove that child from attending BSC for either a fixed period or permanently, following consultation with the Headteacher and a parent/guardian.

Serious incidents of unacceptable behaviour, or persistent misbehaviour, will result in immediate exclusion from BSC. This behaviour may include, but is not limited to:

- Bullying;
- Defiance / use of bad language;
- Damaging school or others' property;
- Assaulting a member of staff - verbal or physical;
- Fighting;
- Leaving the school grounds without permission;
- Behaviour which causes an accident/Health and Safety issue.

I have read and understood the Before School Club (BSC) policy and agree to work in partnership with Wiveliscombe Primary School for the safe operation of the BSC.

Signed Date.....

Print Name

Child/ Children's Name(s).....