

# Fakenham Infant and Nursery School and Fakenham Junior School



## **Before School and After School Club Policy**

**September 2025**

Fakenham Infant and Nursery After School Club and Fakenham Junior Before School provides care for children from Reception Year to Year 6, currently serving the children of Fakenham Infant and Nursery School and Fakenham Junior School.

The clubs will try to keep a principle of being able to offer places to all families who need it, yet this will be dependent upon staffing ratios. Due to FINS children being walked from FJS there is a limit of 10 FINS children at the Before School Club. As the After School club is based at Fakenham Infant and Nursery School, Junior School children will be collected from FJS and escorted to FINS by members of club staff.

Places are offered on a first-come, first-served basis. When all places have been filled a waiting list will be established, with the following order of priority:

- 1 – Siblings of children already attending the club
- 2 – Those requiring the greatest number of sessions per week

As both clubs are a non-statutory 'traded services', neither school is expected to ensure places for all or any particular children.

Fakenham Infant and Nursery School will handle and allocate places at the After-School club.

Fakenham Junior School staff will handle and allocate places at the Before School Club.

Parents and Carers should refer to the school providing the service.

They will run and be charged separately. A place in one club does not secure or guarantee a place at the other club.

## **Safeguarding**

All staff are appropriately trained in safeguarding children and employed following the required suitability and barring checks.

Immediate safeguarding of children will fall to the school where the club is held, whilst in transit between sites staff can contact either site depending on proximity. Staff or parents should contact a Designated safeguarding lead ( DSL) from the appropriate school if they have any concerns.

Headteachers and safeguarding leads will share and discuss any safeguarding concerns around children who attend the clubs.

## **Registration**

When an enquiry regarding places at either club is made, parents will be given all the relevant club information including -

Booking form which includes medical details in addition to the school's medical information.

A copy of the Before School Club and After School Club policy.

Information regarding club staff.

If a place is available, the child will be able to attend as soon as the completed forms are received.

If there are no places available, the parent will be informed, and the child's name added to the waiting list. As soon as suitable sessions become available the parents will be informed.

## **Booking Procedure**

Parents must complete the necessary paperwork (this maybe electronically) before their children can attend a club.

## **Permanent place**

Once booked if a child cannot attend for any reason, please notify the relevant school office. If you wish to cancel the place altogether, half a terms notice is required either in writing or via email.

## **Temporary booking**

We will accept temporary or occasional bookings if there are places available. If a temporary place has been booked and no longer required, the club/office must be informed with 24 hours' notice.

## **Fee Structure**

Fees are charged at -

Before School Club - £3.00 for any attendance between 7.30am and 8.30am. No food is included.

After School Club - £4.00 per session until 4.00pm and £7.50 per session until 5.00pm.

A small snack and drink are provided at the After School Club.

Fees to be paid via the Arbor parent app or via your Childcare Voucher Scheme.

Fees are charged per attendance.

- The clubs will operate as a "top up" account - this means that you can load a sum of money and each day your child attends the club the appropriate fee will be deducted from your balance - you will also easily be able to see via the Arbor app what your balance is.
- **The "top up" account is not a credit account - if your balance is in debit for more than 2 sessions you will not be able to use the Club until the balance is returned to credit.**

The benefits of this system of payments mean that you only pay for the sessions your child(ren) attend, and budgeting should be easier as you are in control of when you "top up" - there won't be half termly invoices.

Children whose fees are paid via Childcare vouchers will not need to top up. If you do require an invoice to be provided, please contact the school office to arrange.

Fees are reviewed annually. Any queries regarding fees should be directed to the Local Governing Body (LGB).

### **Fakenham Infant and Nursery School After School Club and Fakenham Junior Before School Club Behaviour Policy.**

Fakenham Infant and Nursery After School Club and Fakenham Junior Before School Club will apply this policy separately at each site. Whilst we discuss any concerns about the behaviour of a child any decision around implantation for each site remain with the relevant site's headteacher or deputy. Decisions will be made around the behaviour observed on that site.

We will deal with instances of negative and inappropriate behaviour by using constructive behaviour management techniques. We will involve staff, parents, and children to tackle disruptive and challenging behaviour collectively in line with the school's behaviour policies.

We acknowledge that some children will require additional support to achieve acceptable levels of behaviour. Where we identify a child with these needs, we will work closely with the parents to deal with the inappropriate behaviour in accordance with our own behaviour management policy.

Where a child *persistently* behaves inappropriately, we will implement the following procedure –

1 – Give the child a formal warning; staff will explain why the behaviour is unacceptable along with the consequences of further incidents.

2 – Staff will encourage the child to discuss their behaviour with the head of the Infant or Junior school or the Executive Head to explain their actions and to identify strategies for avoiding such incidents in the future

3 – Details of formal warnings, suspensions and exclusions will be recorded on an incident record and kept in the child's records.

4 – The formal warning will be discussed with the child's parents, and all staff will be notified. Staff will inform the Headteacher or Deputy Headteacher if a child behaviour warrants suspension or exclusion, where formal warnings have failed to improve a child's persistent, challenging, and unacceptable behaviour.

In the event of an extremely serious or dangerous incident we will suspend a child with immediate effect.

At the After School club, we will contact the parents and ask that the child be collected immediately.

At the Before School club the child will be removed by a member of the Junior School staff and suspensions will start the following day. If the child's behaviour continues to be serious or dangerous, we will contact the parent/carer.

Immediate suspensions require either the Headteacher or Deputy Headteacher agreement.

## **Expectations**

We expect the following -

Children act in a safe manner both during the club time and whilst walking between sites.

Children speak to adults and other children in a respectful and kind way.

Do not hurt others, children, or adults.

Children will follow the instructions of adults to keep them, and others safe and enable them to the club to run well.

We will not accept bullying or prejudice related behaviour towards others.

### **Safe Travel from the junior school to the Infant School.**

When escorting children between FJS to FINS it is imperative that staff feel confident that any child's behaviour will not impede the safety of themselves or others. This is the same in the morning for FINS pupils, and the afternoon for FJS pupils. In the afternoon if a child has had a difficult day involving unsafe behaviour, we reserve the right to refuse to escort them to FINS and will contact their parent/carer to come and collect them from FJS.

### **Suspensions and Exclusions.**

We will only suspend or exclude a child from the club/s as a last resort when all other behaviour management strategies have failed or if we feel that children or staff are at risk. Suspensions and exclusions will be fair, consistent, and appropriate to the behaviour concerned and will take account of the child's age and maturity as well as other factors relevant to the child's situation. If appropriate, we will seek advice from other agencies.

We reserve the right for a child to be suspended or excluded from just one or both clubs/sites if it is felt safety of staff and children are a risk.

### **Temporary Suspensions.**

Temporary suspensions will be applied in the following situations.

The club/s may temporarily suspend the child for a period of 5 consecutive days. If the club/s takes this step, the Headteachers will discuss our concerns with the parents to work together to promote a more desirable pattern of behaviour.

At the end of the suspension period the Headteacher or Deputy Headteacher will meet the parents and the child, to agree to any conditions relating to the child's return to the club/s.

### **Permanent Exclusions.**

In exceptional circumstances, and only when all other attempts at behaviour management have failed, it may be necessary to permanently exclude a child from the club/setting.

If a child is excluded from the club/s the parents will be given a verbal and written explanation of the issues and subsequent actions. The parent has the right to appeal to the LBB against the exclusion within 14 days of receiving written notification of the exclusion.