



**Heartwood CE VC Primary and Nursery
School**

Morning Club Policy

Date: April 2025

Signed:

A handwritten signature in black ink, appearing to be "A. H. H.", is written over the "Signed:" label.

Review Date: April 2027

Aims

To provide a secure, welcoming, before school facility for children, to support their social and emotional skills and have a positive impact on improving their learning and well-being.

To offer an affordable childcare facility for parents who are working or have other commitments.

To continue to build positive links/relationships with parents.

To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.

To continue to support children with their reading.

Procedures

Staffing

Morning Club Staff must be prepared for the entrance of children into the Morning Club at 8am.

A register will be taken as children enter to provide a record of attendance each day. The staff will be responsible for planning the programme of activities throughout the sessions.

It is expected that the Behaviour and Relationships Policy of the school will be consistently applied by all staff.

Contingency Arrangements for Staff Absences and Emergencies

If a member of staff is absent, it is expected that the procedures for reporting absence will be followed.

Booking Arrangements

Parents must inform the school the at least day before if they would like their child to attend the Morning Club. This will be booked via the school office.

If places are full, a waiting list will be established with the following order of priority;

- 1) Siblings already at the club
- 2) Those requiring the greatest number of sessions/hours per week.

A child does not need to attend every day and sessions can be selected. Charges are subject to review and may be adjusted from time to time to reflect costs.

Absences

If a child is going to be absent from a session, parents must notify the school leaving a message on the school's answer phone. The school needs 24 hours notice to cancel a place.

Fee Structure

Morning Club Fees are charged at;

8.00am – 8.45am £2.50 per session or £11 per week for 5 sessions

Fees are payable via Parent Pay, we ask that you pay before your child attends. The school office can give you an up-to-date balance outstanding if required.

Fees are reviewed annually. Any queries regarding fees should be directed to the Governing Board.

Non-Payment

Sessions will be charged on a weekly basis. Payment must be made within 7 days of attendance. Except in exceptional circumstances, and following written agreement from the school, in cases of non-payment, the child will not be allowed to attend morning club until the debt has been cleared.

Cancellation of the morning club

The only possible cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies. In the event of closure, a member of staff will endeavour to contact individuals by text message and Facebook before 7.30am.

A 'credit' will be made in respect of any days cancelled by the school.

Communicating with parents

Verbal communication with parents/carers bringing children must be positive with the intention being to ensure that children have a calm and enjoyable experience. Written notes to parents from the Morning Club will be passed on via the office to the child's classroom teacher or by text/email. Parents may make appointments with a member of Morning Club Staff, or the School Office to discuss matters or issues pertaining to the clubs.

Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of Morning Club will have current DBS clearance. All staff will follow existing school policies and procedures for child protection and the code of conduct. Where ICT equipment is used, they must follow the school's policies and procedures. A Designated Safeguarding Officer will be available on site, in the rare occasion that they are not they will be available by telephone.

Policies and Procedures

Morning Club will follow the schools own policies and procedures and these are available on the school website.

Accidents and First Aid

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book. Morning Club will follow the school's first aid policy

Complaints

Morning club will follow the school's complaints policy.