



# Be all you can be

## Hayes School

### Hayes School – Out of School Clubs (Breakfast Club and After School)

Hayes School runs a Breakfast Club and After School Club for children already attending the School. The clubs are run separately from the school, managed by school staff, based in the school hall on every school term day of the academic year.

#### Our aims are:

- To provide 'After School Care' in a safe and secure environment for Hayes School children;
- To provide a Breakfast Club where a nutritious breakfast and stimulating activities prepare our children to achieve and enjoy school life;
- To provide a variety of stimulating and exciting opportunities for children as individuals, and within a group situation, where they can enhance their learning and play opportunities through a wide variety of activities, and promote physical development.

#### To achieve our aims:

- We will hold club sessions every school term day.
- We will regularly inspect the cleanliness of the premises and equipment used.
- We will ensure that there is a qualified first aider on the premises at all times.
- We will adhere to the school fire drill policy and ensure that all staff and children are aware and familiar with the procedure.
- We will encourage the children to be independent, to experiment, to be creative and to develop self-discipline and acceptable behaviour.

The Breakfast Club and After School Club provide places for children already attending full time education at the school. If there are available spaces we do accept Pre-school children, but they must be 4 years old. The Club is registered to no more than 50 children from 4-11 year olds at any time, with a minimum of 2 staff in attendance.

We aim to provide a safe, clean and welcoming environment for children in our care. Health and safety is a high priority and this includes carrying out regular risk assessment assessments. We aim to allow and cater for children of all abilities to have access to our activities.

#### Opening Times:

Hayes School Clubs meet in the school hall every term day:

#### Costs:

##### After School Club:

**Monday – Friday 3.10pm – 4:20pm – £3.75 for the full session or part of.**

**Monday – Friday 4:20pm – 5:30pm – £6.75 for full session or part of.**

##### Breakfast Club:

**Monday – Friday 8.00am – 8.45am - £2.50**

## The Programme

Examples of the activities available in our programme are shown below. This is subject to change and some activities are weather-dependant. We will try to make session as interesting and fun as possible for your children.

Board Games	Just Dance	Treasure Hunt	Dodge-Ball	Bingo Nights
Model Making	Arts and Crafts	Long Jump	Sand & Water	Football
Wet 'N' Wild	Tennis	Cookery Club	Movie Night	Race Night
Basket Ball	Play Dough	Theme Nights	Table Tennis	Lego Crazy!
Role Play	Party Nights	Circuits	Quiz Nights	Competitions

## Parent-School Contracts

All parents will be asked to complete a contract to request and book breakfast club and after school club sessions. These contracts will be maintained electronically as a register. Your child cannot attend sessions which have not been contractually agreed. This enables us to maintain safe staff:pupil ratios and to plan our clubs effectively to ensure financial viability.

Two copies of the contract will be issued to parents/carers. Please sign both copies and return one to the main school office. This must be signed and returned before your child can attend the relevant club.

## Absences

We cannot refund sessions a child has missed due to illness or holidays. When a session is booked, it is held open for that child whether or not they then attend. Written notice is required, half a term in advance, if cancelling your child's place. Failure to do so will result in payment being required for the booked sessions.

## Closure due to extraordinary circumstances:

Hayes School will assess risks in any extraordinary circumstance affecting the safe running of the clubs (e.g. floods, fire, severe weather, health and safety reasons). The Headteacher will make the decision to close and put on a notice on the school website. Parents/carers will be informed by phone or text using contact details provided.

## Child Protection Policy

The welfare of children in our care is of utmost importance. We have a duty to the children, parents/carers and staff to act quickly and responsibly in any instance of abuse that may come to our attention. Positive steps will be taken to develop a trusting relationship with every child and parent/ carer.

All staff and volunteers who come into contact with the children will be checked through the Disclosure and Barring Service. Staff are given specific guidelines relating to avoiding allegations of abuse towards children and refer to school procedures for dealing with allegations against staff.

Ongoing training will be offered to staff to update child protection knowledge, ensuring they recognise signs and symptoms of possible physical, emotional, sexual abuse or neglect. Staff are in close contact with the children in our care, therefore are in a prime position to notice radical changes in behaviour, or worrying marks or bruises and hear children talking about their experiences may give cause for concern.

If staff become concerned about any child, appropriate procedures are taken. Concerns are discussed with senior staff to consider whether the situation should be monitored or immediate action taken.

Signs and symptoms are recorded and dated and kept strictly confidential. Staff will generally check with parents to see if they have noticed any changes in their child as there may be an easy and appropriate explanation. Suspicions will be referred to social services where staff assess there is a need for this.

If social services are contacted, parents and carers will be informed at the same time. Staff will liaise with appropriate professionals and monitor the situation. A written report will be kept on file to ensure accurate reporting to the relevant authorities. Confidentiality will be maintained at all times and staff will continue to support the individual.

### **Health and Safety Policy**

We believe that staff, parents and children should be exposed to a safe environment in which they can work and play, where high standards of health and safety are maintained. Our staff members will receive the relevant information, training and supervision to ensure health and safety issues are reviewed on a regular basis.

Equipment and resources will be safe, clean and meet the necessary safety requirements. Regular safety checks will be made to assess the wear and tear of the equipment. Any defects should be reported to the supervisor and removed from use immediately. All equipment will be cleaned on a rota basis and recorded.

In the event of an accident requiring first aid, a qualified first aider will administer it. A first aider will be on the premises at all times. Accidents will be recorded in the accident book and signed by staff members and parents/carers. Accidents requiring hospital treatment will be reported to Torbay Local Authority.

Fire procedures are displayed in the school hall and fire drills are carried out in accordance with the school's policy.

Any child or staff member suffering from infections, contagious or notifiable disease will not be admitted to the Clubs. Advice will be sought from Public Health England.

The safety of children is of paramount importance. In order to ensure the safety of both children and adults, staff will ensure safety in the following areas:

#### **Environment**

- Safety checks on premises via school building management staff.
- Equipment will be checked regularly and any dangerous items repaired/discarded.

- The layout and space ratios allow children and adults to move safely and freely between activities.
- There will be adequate systems and equipment for the detection and control of fire and drills held in line with the school procedure.
- Fire doors will never be obstructed and fire exits will be easily identifiable.
- Electric points/wires and leads will be adequately guarded.
- All dangerous materials, including medicines and cleaning materials will be stored out of reach of children.
- Large equipment will be erected with care and checked regularly.
- Equipment offered to children will be developmentally appropriate.

### **Supervision**

- All children will be supervised by adults at all times and will be always be within sight of an adult.
- Children will leave the group only with authorised adults.
- Children will not have unsupervised access to kitchens/cookers.
- If a small group goes outside there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.

### **Adult safety**

- All adults, both staff and visitors, will be made aware of and respect safety policies.
- If adults need to reach up for stored equipment, they will be provided with something safe to stand on. Heavy materials will not be stored above head height.

### **Management**

- A folder will be available at all times for reporting accidents/incidents and this will be used for risk assessments.
- All adults including parents/carers will be aware of the system(s) for children's arrivals and departures and an adult will be at the door during these periods.
- Adults will not walk about with hot drinks or place hot drinks in reach of children.
- A correctly stocked first aid box will be available at all times.

### **Special considerations**

Some areas and activities pose particular hazards. All staff will be aware of these:

- All cooking activities involving the use of heat will be continuously supervised. Children will not be allowed in the kitchen for any other purpose.
- Systems will be in place to ensure that no child can leave the premises unattended

### **Risk Assessment**

An annual risk assessment is carried out. Findings are available on request.

### **Security Policy**

The school is committed to providing a safe and secure environment. Staff will adhere to the following guidelines:

- No child will be left unsupervised in the club at any time.
- Staff / child ratios will be adhered to.
- Visitors will not be left unsupervised at any time and identification will be required. Prior appointments should be made were possible.
- Children will not be released with anyone other than the recognised parent/carer unless prior notice is given. If staff are unsure of the person collecting the child that child will remain at the club and parents will be informed of the decision.
- Entrance to the club will be monitored and children will be signed in and out, to ensure security at all times.

- Parental/carer consent will be sought for the use of videos and photographs for promotional usage.

### **Complaints and Comments Policy**

If any person has comments, concerns or is dissatisfied with any aspect of the Clubs, the following procedure should be followed:

- Parents should speak to a member of staff who will be responsive to issues.
- If parents are unhappy with the action taken by members of staff, contact with the School Business manager should be made, or in their absence the Headteacher.
- If a complaint or concern is made by a child or parent against a member of staff then the issues will be dealt with by the School Business Manager.
- All complaints and comments will be recorded and a written response of actions will be kept on file and provided to the parents.
- Should parents wish, Ofsted can be contacted directly on any issue concerning our clubs at the following address: Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD.

### **Equal Opportunities Policy**

We are committed to provide and achieve equal opportunities for the children in our care and their families. We aim to provide an environment where children have the freedom to explore race, class, sex, disability, nationality and religious beliefs by providing relevant toys, equipment and learning opportunities. Positive images of women, men, disabilities, cultures and level of ability will be reflected through the activities.

We will maintain a non-discriminatory approach, working with children and parents. Each individual will be treated equally regardless of their race, gender, culture, disability, religion or beliefs. Staff training to further knowledge of other cultures and festivals, where appropriate will be accessed to enhance the provision.

### **Equal opportunities statement**

We understand the importance of equal opportunities with regards to race, religion, gender and disability. We actively promote equal opportunities to every aspect of our practice be it working with children, parents, members of staff or other professionals.

We strive to achieve this by:

- Planning and providing an environment that offers good quality play experiences to reflect children's individual needs and abilities.
- Through providing opportunities for children to access equipment and resources independently, we aim to promote freedom of choice. We monitor this by carefully observing children at play and by sharing these evaluations with other staff.
- Treating each child as an individual.
- Treating and addressing people the way we would expect to be treated.
- Providing resources and equipment that demonstrate disability, gender, race and that promotes and celebrates cultures and religions.
- Challenging any breach of equal opportunity and taking the matter very seriously.
- Being a positive role model; through interaction, encouragement and support we hope to teach children to value and respect themselves and each other.

### **Parental Involvement Policy**

Hayes School believes that all parents and staff should work with each other to ensure a happy, relaxed environment where each child can flourish. We encourage parents and carers to express their views and will value any information shared with staff members.

Communication between staff and parents is vital in building a positive and trusting relationship. Staff will regularly talk to parents/carers about their child's progress and achievements.

It is our policy to contact parents/carers when there is a concern about a Child's progress, health or behaviour and in turn we hope that you as parents will discuss any concerns you have with us. General comments and complaints are also welcome.

### **Behaviour Policy**

We aim to provide a happy, caring environment with challenging activities. We aim to set high expectations through encouraging and praising good behaviour. The children are encouraged to respect themselves, each other, adults and property.

Unwanted behaviour is likely to hurt, injure or upset another child, themselves or even an adult. Unwanted behaviour shows a lack of respect for others, disrupts play and learning and may damage toys or property. We recognise areas of behaviour and can distinguish behaviour which requires discipline and behaviour which does not.

### **Procedures for staff dealing with poor choices of behaviour**

#### **Poor choice of behaviour – first occasion**

- Recorded in Behaviour Log Book.
- Child is given verbal warning and asked to sit out of activity for 15 minutes.
- Inform adult collecting the child that future problems will result in the child being asked to sit out of the rest of the session.
- If no adult present, Business Manager is informed who will contact the parent.

#### **Poor choice of behaviour – second occasion**

- Recorded in Behaviour Log Book as final warning.
- Child asked to sit out for the duration of the class.
- Inform adult collecting the child that any future problems will result in child's sessions being cancelled until the end of the school term.
- Business Manager writes to parent explaining that future problems will result in exclusion for the rest of the school term. Fees will not be reimbursed.

#### **Poor choice of behaviour – third occasion**

- Parent will be telephoned to collect and remove child from the class
- The child will be excluded for the rest of the school term.
- The Business Manager will provide a letter explaining that their child is not to return to the Club until the following term. If the incident is near the end of a term it is for the Headteacher's discretion whether the suspension will be extended to the following term.
- Fees will not be reimbursed

#### **Further Action**

At the discretion of the Headteacher, where the child has not received a prior verbal warning, but engages in behaviour which is considered to be serious misconduct:

- Recorded in Behaviour Log Book as first or final warning (dependent on seriousness of incident (as assessed by staff) and whether there are safeguarding issues).
- First or final warning letter provided to parent from Business Manager.
- If a final warning is issued, the child will be asked to miss one week's session (fees will not be reimbursed).

## **Parent Partnership**

We understand that parents/carers know their child best, and we are happy to learn from them about the unique needs of their child. We would appreciate notification of any child who has a need in order for us to support and include them in every activity we plan.

Where we have a concern about any aspect of a child's development we will always talk to the parent/carer. We understand that circumstances vary at home and at school and these can have an effect on children's learning, emotions or behaviour. We aim to include all children into our Club activities regardless of their needs.

## **Prompt Payment Policy**

In the interests of running a sustainable facility for parents/carers, it is important that we receive prompt and regular payments for attendance at Clubs. When applying for a place, you will be asked to complete a payment form, stating how and when you would like to pay. This form will become part of your contract with the School and must be adhered to. Any changes to this contract must be agreed between parent/carer and School Business Manager and put in writing, signed and dated by both parties. Staff will support you to set up a school payment account.

You can request an itemised bill at any time to confirm payment amounts. An itemised bill will be sent out to any parent/carer who is late making their payment.

Any parent/carer failing to comply with the agreement for payment may lose their child's place at the club temporarily until the situation is resolved. Any parent/carer who regularly breaks the agreement may have the place taken away permanently.

Parents can request a receipt for any payment made however a minimum of half termly receipts will be sent out to cover any payments made within that time period.

As spaces are limited any child booked into club who does not attend without prior explanation will be charged half of their normal daily fee and this will be added to the itemised bill.

There will also be a late collection penalty for parents/carers who arrive late to pick up their child without prior warning. This penalty will be: £1.00 per child per 5 minutes you are late.

## **Reportable Accidents, Dangerous Occurrence or Case of Disease Policy**

A reportable accident is any accident which results in a child in our care needing hospital care. The procedure to follow in the event that such an accident happens is as follows:

- Call 999 for assistance or arrange to take the child immediately to the nearest Accident and Emergency Department.
- Contact the child's parent/carer.
- One senior member of staff will attend the hospital with the child and one member of staff with the child's parent to offer full support to both parent and injured child.
- Full details of the incident will be documented in our accident book. Parents will be required to sign this document once seen and understood.
- Once the child is well enough to return to the Club parents are required to complete a hospital report form.
- Within 24 hours of the accident contact the environmental health department and inform them of the details of the accident. This is a legal requirement.
- Within 24 hours of the accident contact the inspection unit and inform them of the details of the accident. This is a legal requirement.

## **Emergency Fire Procedure/ Evacuation Policy**

### **On hearing the fire alarm all staff and children should follow these instructions:**

- Staff to escort all children calmly, quietly and safely outside onto the top playground.
- Arrange for children to be lined up along the playground away from the school building.
- Elected member of staff to check toilets before going onto the playground.
- Whilst on the playground keep the children quiet and still while the register is taken. Hold the register up once complete.
- Await instructions before leaving the playground and returning to the hall.

There are copies of all the children's emergency contacts in the main school office. All children's medication is stored in the main school building.

## **Food and Hygiene Policy**

- Those responsible for the preparation of food should be fully aware of hygiene and storage regulations. All should hold a food hygiene certificate.
- Tables used for food and drink should be cleaned before and after use. Floors to be hoovered if any debris is on the floor.
- Children should be encouraged to wash their hands and before and after eating.
- Children should not be allowed in food preparation areas.
- The kitchen should be free of contamination, dust, flies, etc and all surfaces in good repair.
- All utensils should be kept clean and stored correctly.
- The double sink procedure should be used for washing.
- A cleaning routine should be in place to ensure the food area, kitchen and utensils are thoroughly cleaned on a daily basis.
- All food & drink will be stored correctly and used within recommended use by dates.
- Staff drinking hot drinks will not be involved with the children.
- Staff preparing food will adhere to personal hygiene recommendations.

## **Food Policy - Provision of Snacks and Drinks:**

### **At Breakfast Club:**

In Breakfast club we aim to provide children with a nutritional breakfast to help aid concentration and learning throughout the school day.

On a daily basis we aim to provide rice, wheat, oat and corn based cereals, which are not sugar coated, and these will be served with semi-skimmed milk.

Alongside these we will serve daily – toast with jam, marmalade or marmite.

We will also provide – seasonal fruits for the children and as treats we shall serve crumpets, pancakes, waffles and muffins on a rotational basis. (Whole grain varieties will be served whenever possible).

- We will ensure that breakfasts provided are healthy and nutritional
- We will create an environment where pupils can enjoy their food in an area which is safe, hygienic and comfortable.
- We will promote food that reflects the healthy eating messages taught in the school.
- We will support children to make healthy choices for breakfast.



### **At After School Club:**

- Children attending will be provided with a drink, snack and fruit during the session.
- Milk, water and juice will be provided unless another alternative has been requested by the parent/carer.
- Extra drinks will be provided during the session when appropriate or if requested by the child e.g. during hot weather.

## **Bullying Policy**

### **DON'T SUFFER IN SILENCE - Information for parents and families**

Every club is likely to have some problem with bullying at one time or another. Our anti-bully policy is used to reduce and prevent bullying.

#### **Bullying behaviour includes:**

- Name calling and nasty words
- Threats and extortion
- Physical violence
- Damage to belongings
- Leaving children out of social activities deliberately and frequently
- Spreading malicious rumours

Parents, carers and families have an important part to play in helping to deal with bullying. You can actively discourage your child from using bullying behaviour at home or elsewhere. Show how to resolve difficult situations without using violence or aggression.

#### **Our anti-bullying Policy:**

- We recognise that bullying exists and needs to be dealt with.
- Bullying can be deterred if everyone in the club understands that we will not tolerate it. Bullies must know that their behaviour is unacceptable.
- We need to encourage an open atmosphere where victims and observers of incidents feel comfortable in exposing the bullies.
- Be aware of relationships in clubs that could lead to bullying. i.e. arguments, disagreements, etc. and defuse them before they become incidents.
- Make sure there are no hiding places in the club and surrounding area which bullies can use.
- Encourage older children to protect and watch over younger children without using bullying tactics themselves.
- Encourage both children and parents to report incidents or bullying and make sure they are dealt with.

#### **Procedures for dealing with bullies:**

- Many of the minor incidents that occur can most effectively be dealt with by a member of staff in the club.
- Any serious or persistent incidents must be reported to the Business Manager.
- The victims must be reassured that they will be protected and the perpetrators stopped from repeating this behaviour.
- This will first be achieved by discussion with the victim and the bully.
- Records of all incidents and discussions will be kept.
- Sanctions or withdrawal of privileges will be applied where appropriate.
- Parents of bullies will be informed and involved at an early stage.
- Outside agencies can be involved if necessary.
- We must not bully the bully - it reinforces the behaviour.

### **Trips and Outings Policy**

All trips and outings will be managed in line with Hayes School Policy. We believe in extending opportunities by offering new experiences whilst maintaining a safe environment.

Trips and outings will be appropriate to all children's development and abilities, involving fun and learning. A risk assessment will be completed prior to the outing.

Health and safety is of paramount importance. Children will be supervised by adults at all times according to the OFSTED early years directorate adult/child ratio.

Vehicles used for trips and outings will comply with all safety legislations and appropriate restraints will be used for all children.

Parents must give written consent for their children to take part in trips and outings.

Staff will be familiar with the venue/area to be visited and will ensure that children's emergency details are taken on outings and kept secure.

A qualified first aider will attend all outings.

A mobile phone will be taken to enable continuity of safety. All safeguarding incidents will be reported immediately to the Designated Safeguarding Lead.

### **Sickness Policy**

It is the parent/carer's responsibility to ensure that their child is not ill when brought to the Club. Children suspected of suffering from infectious conditions will be excluded from the Club for 48 hours or until medical treatment has been sought and the child is well (depending on the illness, please see below).

Parent/carers should inform us as soon as possible of their child's absence.

In the case of a child becoming ill at the Club, staff will inform parents/carers as soon as possible and they will be requested to collect their child. This is for the wellbeing of other children and staff on the premises and to safeguard against the spread of infection.

### **Illnesses and Communicable Diseases**

Minimum periods of exclusions from out of school club:

**Antibiotics:** First 2 days at home

**Temperature:** If sent home ill, child must be off for 24 hours

**Vomiting:** If sent home ill, child must be off for 48 hours

**Conjunctivitis:** Kept at home for 2 days; thereafter until eyes are no longer weeping

**Diarrhoea:** 48 hours

**Chickenpox:** When all spots have dried over

**Gastroenteritis, food poisoning, salmonellosis and dysentery:** Advice to be given by Physician

**Infective hepatitis:** 7 days from onset of jaundice

**Measles:** 7 days from onset of rash

**Meningococcal infection:** Until recovered from illness

**Mumps:** Until swelling has subsided and in no case less than 7 days from onset of illness

**Rubella (German Measles):** 4 days from appearance of rash

**Scarlet Fever and streptococcal infection of the throat:** Until appropriate medical treatment has been given and in no case for less than 3 days from start of treatment

**Tuberculosis:** Until declared free from infection by the District Community Physician

**Typhoid fever:** Until declared free from infection by the District Community Physician

**Impetigo:** Until the skin is healed

**Pediculosis (lice)** Until appropriate treatment has been given

**Plantar warts:** No exclusion. Should be treated and covered

**Ringworm of scalp:** Until cured

**Ringworm of body:** Seldom necessary to exclude provided treatment is being given

**Scabies:** Need not be excluded once appropriate treatment has been given

### **Medication Policy**

- No medicines shall be administered to any child without prior written consent of the parent/carer.
- Only prescribed medication will be administered by school staff.
- All medication will be signed into the club recording the name of the child, time to be taken, the dosage and parent signature on the relevant records.
- Medication will be stored in a safe, secure place out of reach of the children.
- Staff are to check the medication is clearly marked with the child's name, dosage and date of dispensing.
- Staff are to sign when medication has been given.
- Parents are to sign on the collection of their child, the medication record informing them of the medication received.
- Children's medication and allergy information is located in the staff office due to child protection and confidentiality reasons.

### **Lost children Policy**

#### **Trips and outings**

- Prior to trips/outings staff should complete a risk assessment of the area and seek contact numbers where applicable.
- In the event of a lost child, the Business Manager should be informed immediately. All other children and staff should group together in one area. The lead person should inform all other staff of the situation and deploy staff where necessary.
- A search should be made of the immediate area and regular contact should be kept with Staff and children to monitor the situation.
- In the event of the child not being found the Business Manager should contact the child's parent/carer, local police and the Headteacher.
- Arrangements should be made for other children and staff to return to the school.

## **On Site procedure**

- In the event of a child going missing or being lost on club/school premises the Business Manager should be informed immediately.
- The Club staff should also be informed immediately.
- A thorough search should be made of the premises both internally and externally.
- The manager will inform the child's parent/carer and Mr Hanbury (Headteacher) and also the local police should be contacted.

## **Late and uncollected children Policy**

In the event of any child(ren) being left at the After School Club due to unforeseen circumstances, Social Services would be contacted. If necessary the local police would also be contacted.

To help prevent this situation arising, when children are registered for a Breakfast Club or After School Club place we obtain as much information as possible from the parent/carer. We do require at least two contact numbers, being parent and other relatives who can be contacted in emergencies.

A child will not be released to anyone other than a parent, without their prior consent and suitable means of identification or recognition. It is required that a parent must inform the staff if their child is to be collected by someone unknown to them and given relevant details. Staff will record any late or non-collection of children and charges will be incurred.

If parents/carers are unwilling to work with staff on this issue, the child may be refused access to the club for the rest of the school term. The ultimate cost of non/late collection of children, is the permanent forfeit of the club.

## **Emergency Duty Team Out of Hours Torbay Council — 01803 208100**

### **Toileting Policy**

All children must ask a member of staff if they need to go to the toilet, so all staff know who has gone to the toilet if there is a fire. Reception children are accompanied to the toilet by an older child (buddy system). All children are encouraged to wash their hands after they have been to the toilet for hygiene reasons. The use of wet wipes is available for all children to use before and after snacks and if we feel this is needed for hygiene reasons.

### **Head lice**

Head lice are a community problem and need a community solution so schools, families and community health advisors/GP's need to work together to keep head lice away. If head lice (the living parasite) are observed by any adult in school the parents will be informed at the end of the day. If the infestation is bad parents will be sent for immediately to treat the child in question.

### **Parents**

**YOU** are responsible for regularly checking that your child does not have head lice.

**YOU** are responsible for treating your child immediately and properly if they get head lice.

### **Priority Policy**

Places will be allocated as follows. Children must be of school age (4+). When all places are filled, a waiting list will be established with the following priority order:

1. Siblings of children already attending.
2. Existing users who require the most sessions each week during term time.

A waiting list will be used. This will be operated on a first come, first served basis. Emergency admissions will be at the discretion of the Business Manager.



# Be all you can be

## Hayes School

### Hayes School – Breakfast Club and After School Club

#### Policy and Procedures

I have read the above and agree to the policy, procedures, terms and conditions.

Name of Parent/Carer: ..... Date: .....

Name of Child: ..... Class: .....