





Western Hive
Wrap Around Care

A hive of activity, adventure
and fun before and after
school every day



Policy

Persons/body responsible for updating:	SLT
Date approved and by whom:	February 2024 - LGB
Chair of Governors' signature	
Headteacher's signature	
Due for review:	February 2027
Status:	Non-Statutory
Required on website:	Yes

Our School Vision

At Western, we aim to develop kind, ambitious, curious, confident and successful young people who are excited about their futures.

Western Primary School

Introduction

Western Hive Before and After School Club is run by Western Primary School and exists to provide high quality out-of-school hours childcare for our children, parents and carers. It provides a range of stimulating and creative activities in a safe environment. These activities include arts and crafts, board games, baking, and outdoor activities. We also provide sensory and small-world activities for our early years pupils. *

The club operates from 7.30 a.m. – 8.45 a.m. and from 3.10 p.m. - 6.30 p.m., term time only. The current costs for each session can be obtained from the School Office or The Hive staff. A copy of this policy is available on the school website <https://www.westernps.co.uk/>

* Our Early Years Hive follows the current Early Years Foundation Stage statutory guidance

Admissions

- Only children attending Western Primary School and Nursery are eligible to attend The Hive
- All places are subject to availability
- The club is staffed by employees of Western Primary School
- This policy is available to view via our school website
- Children's attendance is recorded in a register
- Sessions should be booked via Family

- Ad hoc sessions can be booked but **only in very exceptional circumstances and if places are still available**; please contact the School Office on 01423 502737 or email office@wes.rklt.co.uk

Arrival and Departure

Before School Club

- Parents/Carers are required to bring their child *directly to the club* and a member of The Hive staff will sign them in. You should enter the club via the main double gate at the front of the school and then through the interior wooden gate on the side playground. Early Years children will then enter their Hive provision via the Purple nursery room across the main playground. Y1 - Y6 children are based in the school canteen building situated at the rear of the playground.
- A member of The Hive staff will escort children into school when their day starts

After School Club

Moving children to The Hive at the end of the school day

- Nursery, Reception, Y1 and Y2 staff will take their children to the Hive after school
- Years 3, 4, 5 and 6 children are escorted via the school playground to the Hive where a member of staff will welcome them

The Hive staff will take a register of all contracted children and will liaise with the class teacher, school office or parent to determine any reason why a child is not present. If a parent is collecting their child from a school-based club and the child is due at The Hive, they should notify a member of the Hive staff or the school office that they have been collected.

Departure

- When a child is collected at the end of or during a session, the time of departure will be recorded by a member of staff. If there is any change to who is collecting a child, please notify the school office or a member of staff **as soon as possible**. No child will be allowed home with another adult without staff being informed via a phone call or email

Daily Routine

Morning session

- 7.30 a.m. – 8.45 a.m. - parents should bring their child / children to Before School Club situated in either the Purple nursery room (Nursery & Reception pupils) or the school canteen building Y1-Y6
- A freshly prepared breakfast will be available to all children until 8.30 a.m.
- At 8.45 a.m., children collect their coats and bags. All children will be escorted into school where they meet up with the rest of the children awaiting the start of school

Afternoon session

- 3.10 p.m.-3.30 p.m. - children arrive and are registered at The Hive
- 3.30 p.m. - 3.40 p.m. - children will be offered a snack
- 4.00 p.m. - children can then choose from a range of play and planned activities, both indoors and outdoors, supervised by Hive staff
- 5.30 p.m. - any remaining children will all join together in the canteen Hive

- 6.30 p.m. The Hive closes

Behaviour

Whilst attending The Hive, children are expected to:

Uphold the Western values of **kindness, respect** and **honesty**.

- Use socially acceptable behaviour
- Respect one another, accepting differences of race, gender, ability, age and religion
- Choose and participate in a variety of activities
- Ask for help if needed
- Enjoy their time at the Club

Positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- Informing parents about individual achievements

Dealing with inappropriate behaviour:

Inappropriate behaviour will be managed following the school's restorative behaviour policy; a copy of this policy can be found on the school website.

If after consultation with parents and the school's senior leadership team, a child continues to display inappropriate behaviour, the decision to exclude the child from The Hive may be taken. The reasons and processes involved will be clearly explained to the child and their parent/carer.

Food and snacks

We provide a healthy snack for the children which is given once the register has been completed. Snacks are prepared in the main school kitchen by the school's catering team. Each section of the Hive has its own file with allergen information. This includes children's individual allergies and dietary requirements as well as the ingredients in all of our breakfasts and snacks. We provide for most allergens and dietary requirements. In the event that we are unable to provide for an allergen or dietary requirement a child may bring in a snack from home. The office send out a weekly allergen report on a Monday morning via Arbor to ensure we are always up to date.

First Aid

- All accidents will be recorded in the school accident report log, accurately reported to the parents/carer upon collection and signed by a member of the Hive staff in line with school policy
- Accident records must give details of the time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom
- All incidents are dealt with by a qualified first aider. **Most of The Hive staff will be qualified in Paediatric First Aid**

Parents of any child who becomes unwell during their session will be contacted immediately. If a child is sent home during school hours, The Hive will be informed of their absence.

Staffing levels

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken.

All areas of the Hive are subject to a comprehensive risk assessment which is regularly reviewed and updated.

The Hive leader is trained to DSL safeguarding levels and is able to contact the DSL or any of three deputy DSLs if needed.

Missing or Uncollected children

Missing children

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child
- The Hive Leader will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services and parents/ carers will be contacted

Uncollected children

If a child has not been collected by 6.30 p.m., parents/ carers will be contacted in the first instance by telephone. The additional contacts which parents/carers have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

A fee will be applied for late collection at £20 per hour or part hour, per child. This charge will be added to your Family account.

Payment of Fees

It is a requirement of the club that parents pay their fees promptly. Fees are to be paid in advance, and payment is due for all contracted sessions.

The person signing the Parent/Carer contract is known as the 'contracting parent' and is responsible for payment of all fees.

All fees should be paid via Family or childcare vouchers.

If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

Communication:

Please contact the school office for booking and any other queries on 01423 502 737 or email office@wes.rklt.co.uk

Should a parent / carer need to contact the Hive during session times, they should dial the school number 01423 502737 and **then select option five** for the Hive.

Related Whole School Policies:

- Child Protection policy
- Equal Opportunities policy
- Health and Safety policy
- Behaviour policy