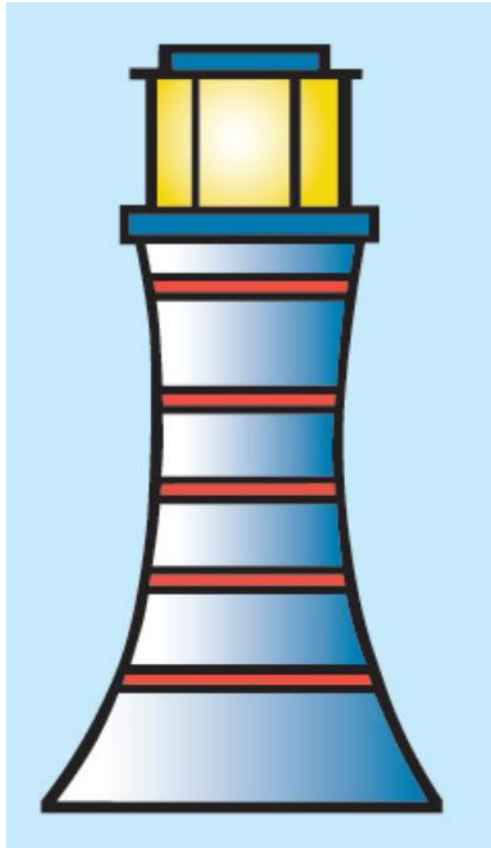


AUSTHORPE PRIMARY SCHOOL



Rise and Shine Policy

Reviewed: September 2026

Before and After School Club Policy

Austhorpe Primary School

Introduction

Rise & SHINE Before and After School Club is run by Austhorpe Primary School and provides high-quality out-of-school childcare for parents and carers. The club offers a safe, welcoming environment with a range of stimulating and creative activities, including:

- Arts and crafts
- Board games
- Baking
- Computing
- Outdoor games

Opening Hours

Term-time only

- **Before School:** 7:30am – 8:40am
- **After School:** 3:20pm – 6:00pm

Session Costs

Current prices for each session are available from the school office or speak to a member of Rise & SHINE staff. Price increases will be communicated to parents and carers in advance, as required.

Policy Access

A copy of the full policy is available on the school website: www.austhorpeprimary.org

Admissions

- Only children attending Austhorpe Primary School are eligible to attend Rise & SHINE.
- All places are subject to availability.
- The club is run and supervised by members of the Austhorpe School staff
- This policy is available to view our school website.
- Children's attendance is recorded in a register.
- Sessions should be booked and paid for via Arbor and can be booked up to 11pm the night before.
- Ad hoc or emergency sessions can be booked on the day if places are still available, please contact the School Office on 0113 2640450 or email office@aps.rklt.co.uk or riseandshine@aps.rklt.co.uk.

Arrival and Departure information

Before School Club

- Parents and carers must bring their child directly to Rise & SHINE building, where they will be met by a member of Rise & SHINE staff, who will sign them in.
- Entry is via the gate at the side of the school, using the marked walkways through the school car park for safety.
- At 8:40am, a member of Rise & SHINE staff will escort the children into school.

After School Club

Collection of Children from School

- A member of Rise & SHINE staff will collect Reception, Year 1, 2, 3 and 4 children directly from their classrooms.
- Children in Years 5, and **6** will walk via the school playground to the Rise & SHINE building, where they will be welcomed and signed in by a member of staff.

Register

- Rise & SHINE staff will take a register of all contracted children each afternoon.
- If a child is not present, staff will liaise with the class teacher, the school office, or the parent/carer to establish the reason for their absence.
- If a parent/carer collects their child from a school-based club and the child was expected at Rise & SHINE, they must inform a member of Rise & SHINE staff or **the** school office so that the register can be updated.

Collection

- When a child is collected at the end of a session or during a session, the time of departure will be recorded on the register by a member of staff.
- Parents/carers should cancel any sessions that are not required via Arbor or by email to riseandshine@aps.rklt.co.uk giving at least 24 hours' notice. If this notice is not provided, **the** full cost of the session will be charged.
- Sessions will not be charged for if a child is **absent** from school due to illness.

Daily Routine

Morning session

- 7.30 am – 8.30 am parents should bring their child / children to Before School Club situated in the Rise & SHINE building (modular annexe) where a member of staff will greet them.
- A freshly prepared breakfast will be available to all children until 8.15am
- At 8.40am, children collect their coats and bags. All children will be escorted into school where they meet up with the rest of the children in their class.

Afternoon session

- 3.20pm Children arrive and are registered at Rise & SHINE.
- 3.30pm Children will be offered a snack / light tea.
- 4pm Children can then choose from a range of play and planned activities, both indoors and outdoors supervised by Rise & SHINE staff,
- 6pm Rise & SHINE closes.

Behaviour

Children attending Rise & SHINE are expected to:

- Always use socially acceptable behaviour.
- Respect one another, valuing differences in race, gender, ability, age, and religion.
- Choose and participate in a range of activities offered at the Club.
- Ask for help whenever they need support.
- Enjoy their time at Rise & SHINE and contribute to a positive atmosphere

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 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 Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of Rise & SHINE staff.
- Accident records must give details of; 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.

Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, Club will be informed of their absence.

Staffing and Supervision

Staff ratios and levels of supervision are always maintained at a level appropriate to the number, ages, and abilities of the children present, as well as the risks associated with the activities taking place. A minimum of two members of staff will be on duty at all times.

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.
- Club supervisor 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 will be contacted.

Late Collection Procedure

Please see Late Collection Policy for details

Fees and payments

It is a requirement of the Club that parents/carers pay their fees promptly. All fees must be paid in advance, and payment is due for all contracted sessions.

The parent/carer who signs the Parent/Carer Contract is identified as the contracting parent and is responsible for ensuring all fees are paid.

All payments should be made via Arbor or through childcare vouchers.

If a parent/carer is experiencing difficulty paying their fees, they should contact the school office as soon as possible. All matters will be treated confidentially, and arrangements for private discussion will be made.

A proportion of wraparound care sessions may be funded through the Pupil Premium grant, where eligible.

Related Whole School Policies:

- Child protection policy
- Equal opportunities policy
- Health and Safety policy
- Behaviour policy