



*Rooted in the community – growing for the future*

**Acorn Club Policy  
(before and after school care)**

Written January 2023

Adopted at the Resources Committee of the  
Governing Body on 17<sup>th</sup> January 2023, as recorded  
in minutes and signed by the Chair of Governors,  
Antonia Nicholls:

.....*A.Nicholls*.....

This policy is due for review by Spring 2026

All our policies should be read in conjunction with our  
Shire Oak Values and the principles and practices  
detailed in our Equalities Policy.

**Acorn Club was set up by Shire Oak CE Primary School to provide safe, high quality childcare to families who attend our school, before and after school.**

The club operates before school from 7:50am until the start of the school day and at the end of the day until 6:00pm (with the option of a shorter session finishing at 4:30pm).

Acorn Club is based in the Community Room which has an external door to the quiet zone in the middle of school. Acorn Club also uses the library after school.

All parents and carers who choose for their children to attend Acorn Club should fill in and sign the booking form. The booking form gives details of the up to date costs and also serves as a record of the agreement with parents to adhere to the terms of this policy and the booking form.

### **Admissions**

Only children who attend Shire Oak CE Primary School (or, in special circumstances, Headingley Pre School) may attend before and after school care. (Holiday provision is not currently offered as we have an arrangement in place with Art Camp UK. Should this change, we would consider admitting children from other schools for holiday places.) We aim to offer places to all children at Shire Oak. Children with complex special education needs may need their provision planning more carefully in advance of joining Acorn Club. Parents/carers should contact school to begin this conversation.

All places are subject to availability. The booking form must be completed prior to the child's commencement at the club. Children's attendance is recorded on a register and shared with office staff.

### **Arrival and Departure**

In the morning parents/carers should bring their children directly to the external door of Acorn Club and ensure staff register them. The younger children will be taken to their circles for the start of the school day. Older children (depending on maturity) will go to their circles independently, and may be allowed to play on the playground before school too once a member of school staff is present (usually the Learning Mentor).

At the end of the day younger children will be collected from class by a member of Acorn Club staff or brought to club by one of their class staff. Older children will make their way to Acorn Club when dismissed from their classroom. A register will be taken to ensure all children are where they should be and Acorn Club will promptly liaise with class staff, office staff, extra-curricular activity leaders and parents/carers (if necessary) if children are not accounted for.

After Acorn Club parents/carers should collect their child from the external door to the Community Room and ensure staff mark this on the register. We ask that parents

do not come into the room, unless invited and supervised by staff, for safeguarding reasons.

## **Organisation**

Staff from Acorn Club, with school leaders, regularly review the provision and running of the wraparound care to make improvements and ensure children are safe and well cared for.

Children will be offered a range of play-based activities depending on the length of time they are in club. A wider range of activities including crafts, games and outdoor play are on offer in the after school session. The use of screen time is monitored closely and will typically be on Fridays, ends of term or when children are particularly tired. Children are able to spend time reading, completing homework or practising spellings/maths facts. Staff will support this whenever there is the capacity to do so.

Once the playground has been cleared of families collecting children, Acorn Club will use the playground for outdoor play. In very bad weather the hall may be used as an alternative (once extra-curricular clubs have vacated the space).

Children will be offered food in each of the sessions they attend. The booking form and food appendix give an indication of the sorts of meals and snacks on offer. Staff will liaise with parents/carers if children are not eating well.

## **Keeping Safe**

Although it is a less formal situation, children and staff at Acorn Club follow the same behaviour expectations, rewards and sanctions as during the school day. (See our Behaviour and Anti Bullying Policy.) Warnings will, however, tend to be verbal and communicated to parents/carers if significant (all 'Straight to 5s' will be reported to home and the headteacher.)

If a child's behaviour is repeatedly detrimental to safety and enjoyment at the club, staff will work with parents to help them improve this. If this is not achieved, school may have to ask the family to cease attendance. This would be exceptional, and the reasons would be clearly explained to the children and their parent/carer.

Children are not allowed to use their mobile phones or similar devices during Acorn Club.

First Aid will be administered by a member of Acorn Club staff who is first aid trained. Accidents will be recorded in a school accident book and reported to a parent/carer on collection. (If the injury is more significant then a phone call will be made before collection.) If a child becomes unwell during Acorn Club, their parent/carer will be contacted unless they are due to pick up shortly or the child is well enough to remain in club. If a child is sent home during school hours the office will let Acorn Club staff know the child will not be attending.

All Acorn Club staff have had safeguarding and child protection training and know how to report a cause for concern. Designated safeguarding staff are on site until at least 4:30pm each day and staff have the contact details for four designated staff who can be contacted out of school hours for urgent safeguarding issues and concerns. Acorn Club follows the Shire Oak Safeguarding and Child Protection Policy which is based on the locally agreed and recommended procedures.

Caretaking staff are generally on site to respond to health and safety concerns that may arise (e.g. slippery floors, etc.) and Acorn Club staff have contact details for the caretaking team too.

Our Health and Safety policy and specific risk assessments also apply during Acorn Club sessions.

If children are not collected at the end of their session, then parents/carers will be contacted by telephone. Emergency contacts will also be used if no answer is received. If no suitable contact has been made, the police and social services will be contacted after approximately one hour. Regular late pick ups will be addressed by the headteacher, and additional charges may be levied or a child's place at club may be cancelled.

## **Administration**

The office staff at Shire Oak deal with booking forms, invoices and payments using information/registers from Acorn Club staff. Prompt payment is required on receipt of the invoice. If a parent/carers is experiencing difficulty they should contact the school office staff as soon as possible. Office staff will deal sensitively and confidentially with issues around payment and will liaise with parents/carers over any delays to payment or plans that need to be put in place. Payment can be by cash, cheque, standing order, childcare voucher or BACS payment. Regular late payment or unaddressed arrears can result in a child losing their place at Acorn Club. Arrears will be referred to Leeds City Council for collection.

We aim to be as flexible as possible with bookings to help parents/carers with changing work patterns. We also offer both regular booking and ad hoc sessions to help families manage their childcare needs in a way that works for them. Families should give a month's notice to reduce or cancel the regular sessions a child is booked in for.

## **Communication**

Enquiries about bookings and invoices, etc. can be made using the email address [baasc@shireoak.leeds.sch.uk](mailto:baasc@shireoak.leeds.sch.uk)

During the school day the office take phone call messages: 0113 275 5890.

Out of office hours, Acorn Club staff can be contacted on this mobile number: 07891277489 (This can be useful to let us know someone else is picking a child up, for example.)

This policy will be available to view on our website.

Day to day enquiries, questions and compliments can be directed to Acorn Club staff. Significant concerns or complaints should be addressed to the headteacher of Shire Oak CE Primary School in person, by telephone or by email [head@shireoak.leeds.sch.uk](mailto:head@shireoak.leeds.sch.uk)

# Appendices

## Acorn Club Food Suggestions

Food should always include the offer of fruit and vegetables.

The main drinks offered should be water and milk. (Diluted fruit juice and hot chocolate may be offered as a treat. Squash should only be offered if there are children at risk of not drinking enough who won't drink water or milk.)

Wholegrains and more complex carbohydrates are to be included, where possible.

Children receive a snack shortly after arrival at after school provision. If they are staying later than 4:30 they should also receive a more substantial snack later on. Children may need help getting used to this and not over-filling on the first snack if they are going to be eating later on.

We have to comply with the food-based standards for food other than lunch:

<https://www.gov.uk/government/publications/school-food-standards-resources-for-schools>

This checklist helps us to keep track of whether we are compliant or not:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/996114/Checklist\\_for\\_school\\_food\\_other\\_than\\_lunch.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/996114/Checklist_for_school_food_other_than_lunch.pdf)

At least some of the staff on duty will have completed food hygiene and allergy awareness training.

In the Community Room we have a microwave, kettle and toaster. We can borrow the staff kitchen toasters, kettles, oven and hob. We may be able to borrow a slow cooker. Food that can be prepared without leaving the room whilst supervising children is preferable for maintaining ratios.

### Breakfast and 3:30 snack ideas

- Cereal with milk or yoghurt (not all the sugary cereals)
- Porridge oats (either made hot with milk/water or cold by just pouring on cold milk)
- Bagels, English muffins, pittas, tortilla wraps or rolls (toppings include butter, cheese, soft cheese, egg, houmous, ham, tuna, jam or honey)
- Pancakes, waffles or crumpets
- Bread or toast (wholegrain/brown as well as white)
- Yoghurts or fromage frais
- Fruit (cut up if necessary – grapes must be cut up for the youngest children)
- Vegetables (e.g. carrot sticks, cucumber slices, sliced peppers, raw mangetouts, cherry tomatoes, etc.)
- Pasta salad (not generally for breakfast)

### 5:00 substantial snack ideas

- Any of the above served with extra protein and fruit/vegetables
- Sausage sandwiches
- Baked beans
- Scrambled or boiled eggs
- Quiche
- Pizza slice
- Jacket potato (toppings such as cheese, coleslaw, baked beans, chilli, tuna, etc.)
- Pasta with tomato sauce or bolognese
- Macaroni cheese
- Pasties (occasionally)
- Soup
- Nuggets or fish fingers (children can only have these twice a week across the whole school week)

- Spaghetti hoops in tomato sauce
- Meat/veggie balls
- Chicken drumstick or fillet
- Wedges or oven chips (very occasionally)

**Fruit and/or vegetables should be on offer at every snack and mealtime.** This can include:

- Whole or pieces of fruit
- Pots of sliced/chopped fruit
- Canned fruit in natural juice
- Salad (e.g. shredded iceberg, mixed leaves, etc.)
- Fruit kebabs
- Yoghurt with fruit
- Jelly with fruit
- Banana custard
- Smoothies
- Dried fruit (without added sugar or salt, e.g. raisins, dates, etc.)
- Vegetable sticks (optional houmous/soft cheese dip)
- Cooked vegetables as a side (broccoli, carrots, peas, etc.)
- Fruit in cakes, flapjacks and bakes

**What we cannot typically serve (unless as a specific treat for a special occasion)**

- Cereal with chocolate in
- Confectionery (chocolate, sweets, gum)
- Cereal bars and processed fruit bars (categorised as confectionary)
- Crisps, tortilla chips, potato sticks, puffs, prawn or Japanese rice crackers)
- Buns or sweet muffins
- Cake
- Pastries
- Biscuits

(the full list is longer)

NB As well as dietary considerations we have to ensure that the costs of food provided do not make running costs too high.

**Acorn Club Staff Rota – swaps are fine by mutual agreement!**

	Monday	Tuesday	Wednesday	Thursday	Friday
Early food					
Hall/playground					
Library					
Community Room					
Craft/Adult-led activity					
Later food					
Hoovering					

N.B. After school events such as parents' evenings, Winter Festival of Fire, disco and movie nights will need planning and communicating in advance. Whenever it is quiet enough at Acorn [Club](#) we should endeavour to hear children read and/or provide a space for them to do homework if this is wanted. (Parents specified on sign up.) For those children at school from 7:45 to 6pm Acorn Club may be the only chance they have for that sort of study support usually done with a parent.



# ACORN CLUB

## Breakfast and After School Care

From September 2022 we will be running the before and after school wraparound provision on site directly. Using staff from school who know our children and our ethos we will offer fun and friendly, quality childcare. To secure a place for your child/children from the start of term, please fill in this form and return to school as soon as possible. Returning this to school before Monday 27<sup>th</sup> June will secure the place(s) you need for September. As this is a new way of offering before and after school care at Shire Oak we will continue to listen to parents and children as we develop the service.

Name of child(ren)	Date of birth

### Days required for breakfast club

Monday	Tuesday	Wednesday	Thursday	Friday
From 7:50				

### Days required for after school club

Monday	Tuesday	Wednesday	Thursday	Friday
Until 4:30				
Until 6:00				

If you do not require the same days each week, but can book in advance for the whole half term, please fill in the calendar overleaf instead. You may still be able to benefit from the regular booking price. Although we aim to be flexible, we book staff and order food according to the numbers of children expected so may need to charge even when children are absent or your requirements change with less than two weeks' notice. Please keep us up to date and we will work with you wherever we can. Children must be picked up on time as late pick ups can affect our ratios and prevent staff leaving school and picking up their own children or meeting other responsibilities they may have. We reserve the right to charge a late pick up charge.

### Costs

<b>Breakfast club</b> (includes a choice of breakfast foods. Please drop off before 8:30 if your child would like to eat at school.)	Regular booking: £5:00 Discounted full week regular booking: £22:50 Ad hoc sessions*: £5:50
<b>After school club until 4:30pm</b> (small snack only)	Regular booking: £9:00 Discounted full week regular booking: £40:00 Ad hoc sessions*: £10:00
<b>After school club until 6:00pm</b> (with more substantial snack)	Regular booking: £11:00 Discounted full week regular booking: £50 Ad hoc sessions*: £12:00

\* Ad hoc sessions (i.e. booked just when needed) may not always be available due to staffing ratios. Please pre-book to ensure a place.

Cheques can be made payable to Shire Oak Primary School. Bank transfers should be made to Sort Code 05-00-75 Account Number: 11714644. Please use your child's name as the reference and BAASC if there is space. If you will be using childcare vouchers to pay for Acorn Club, please let us know the name of the scheme here, e.g. Kiddivouchers, Edenred, etc.

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I can confirm that the contact details, medical information and other personal information held by the school office are correct and will be kept up to date. I am happy for this to be shared with Acorn Club.

I accept the terms and conditions of Acorn Club as stated above and understand the need for prompt and full payment.

Name..... Signed.....

Is there any information that would help staff to care for your child? E.g. days that mum or dad should be the primary contact, whether you would like children to do homework whilst at club or prefer to do it at home, etc.

Sept 5 TRAINING DAY	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
Oct 3	4	5	6	7
10	11	12	13	14
17	18	19	20	21 TRAINING DAY

Fill in using **B** = Breakfast Club, **4:30** = After school club until 4:30, **6:00** = After school club until 6:00pm.

Please keep a copy of the form you have given in, for your own records.

Please make a note of the contact details for Acorn Club:

Email: [baasc@shireoak.leeds.sch.uk](mailto:baasc@shireoak.leeds.sch.uk)

During the school day: 0113 275 5890

During breakfast club and after school club hours: (this mobile number will be shared, when activated)

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For office use only:

Places booked

Medical needs

Dietary requirements

Contact details checked and shared

Notes