

Our Vision

*In God's likeness, we
shine our light in all
we say and do,
through love, respect,
courage and joy.*

curious, confident, caring

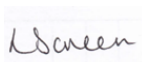


Every minute of every day we communicate the values that we hold dear through the smallest of actions and reactions. How we manage Stay and Play is part of the way in which we communicate these values. Our primary aim in Stay and Play is that children should be looked after in a way that ensures they are safe and happy. Their needs during this time are paramount and staff take a pride in providing a vibrant, calm and happy play space. All interactions with our children demonstrate our belief that they are unique, valued and loved. As they play, we model, encourage and develop their understanding of what it is to love one another in a way that promotes Christian values of respect, compassion, truthfulness, tolerance, humility and so on.

Ratified by the Governing Body: July 2024

Date for review: September 2026

Signed by:


A handwritten signature in blue ink, appearing to read 'L Screen'.

Chair of governors Lisa Screen

A handwritten signature in blue ink, appearing to read 'Tracie Langfield'.

Headteacher Tracie Langfield

Astley School is responsible for the safety and well-being of pupils during Stay and Play before and after school. The contribution Stay and Play staff members make to children's care and welfare is valued highly.

| Responsible body | Title of policy |  |
|------------------|----------------------|-------------------------------------------------------------------------------------|
| Governing body | Stay and Play Policy | |

1. Introduction

This policy should be read in conjunction with the school behaviour, health and safety, safeguarding, online safety and staff code of conduct policies. These policies are regularly reviewed and are available to all staff, parents, governors and visitors on the school website and the staffroom noticeboard. All Stay and Play staff will have received regular training in these policies. They should be well known and regularly revisited by all staff to ensure a consistent and positive approach.

Stay and Play should be an enjoyable and valuable experience for children where through play they can discover, explore and develop their understanding of the world around them. Whilst children can and should be able to play without being organised by adults, they need adults to provide a secure environment.

Children have the right to:

- Feel safe
- Be treated fairly
- Be listened to and heard
- Have consideration shown to them
- Make choices about their free time

Children have the responsibility to:

- Act safely to avoid unnecessary accidents
- Treat others fairly
- Listen to each other and to the adults helping them
- Be considerate to all people at all times
- Respect the rules and organisation of the school

2. The Role of the office staff


- To manage bookings that have been made via Arbor and collate registers to distribute to classes. This is performed every Friday after the Thursday deadline.
- Ensure staffing ratios are within guidelines for those children aged 5 years and under
- Check payments with Arbor and add any late bookings to the system.
- Booking reminders will automatically be sent by Arbor.
- Weekly ordering of catering supplies and fulfilment associated of invoices.
- Ensure registers are completed and cross checked with bookings on Arbor
- Ordering of any resources as requested by Stay and Play staff.
- Management of timesheets for Stay and Play staff
- Monitoring of statutory training for Stay and Play staff.
- Management of Health and Safety and compliance of building and equipment.

3. The Role of the Stay and Play staff

The Stay and Play Lead should:

- Set, demonstrate and oversee high standards in the running of Stay and Play including health and safety,

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behaviour management, first aid, food hygiene and the provision of a variety of stimulating play and craft activities.

- Regularly assess that the smooth running of Stay and Play is in line with key policies (behaviour, health and safety, safeguarding, online safety and staff code of conduct) and give guidance and advice to staff where necessary.
- Ensure attendance registers are taken for each session.
- Hold regular staff meetings to ensure good communication aids the smooth running of Stay and Play.
- Ensure Stay and Play is appropriately staffed, and any absences are covered.
- Manage the invoicing of parents for Stay and Play via Arbor.
- Report directly to the Senior Management Team any issues or concerns

The Stay and Play support staff should:


- Take attendance registers which feed into Arbor to confirm session payments.
- Oversee the safety and welfare of the children during Stay and Play, in the play room, playground, or field by directly supervising children inside or outside.
- Provide a variety of stimulating play and craft activities.
- Monitor the use of technology for each child, ensuring it is appropriate and minimal. Children are not allowed access to social media or You Tube.
- Monitor the conduct of pupils during sessions ensuring behavior is positive and safe.
- Deal with minor incidents in line with behaviour, health and safety and first aid policies.
- Keep records of first aid and safeguarding incidents in line with school policies
- Know pupils' additional needs as described in the Personal Care Plans (SnP diary.)
- Ensure children are appropriately dressed for the weather, monitoring sun exposure.
- Pass on messages from parents to teachers in a timely manner.
- Ensure parents sign their children in and out when leaving Stay and Play.
- Attend regular staff meetings to ensure the smooth running of Stay and Play.
- Attend regular training in safeguarding, first aid, food hygiene, and positive handling.
- Report directly to the Stay and Play Lead any issues or concerns
- Report dangers around the grounds to the headteacher so that issues can be rectified.

3. The Role of parents

Parents should:

- Book all Stay and Play requirements a week in advance via Arbor by close of play every Thursday.
- It is the parents responsibility to ensure bookings are made a week in advance before the closing deadline. This is every Thursday by 4pm for bookings the following week. You will receive an in-app reminder via Arbor every Thursday morning. We will try to accommodate late bookings, but this cannot be guaranteed due to staff ratios. Late bookings will incur a £1.00 per child additional 'hoppers' fee to cover the additional administration involved in processing these late bookings.
- Ring the School Office before 3pm where unforeseen or emergency bookings need to be made.
- Ring 01299 822002 and choose the 3rd option for Stay and Play.
- Ensure that all medical and contact information held by the school is up to date.
- Drop off children **in person** with Stay and Play staff and sign out on collection. (Or provide a letter giving

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permission for children to attend Stay and Play unaccompanied.)

- Advise staff in advance if children to be collected by an adult unfamiliar to SnP staff.
- Park outside of the school site when dropping off and picking up. **Do not use the staff car park.**
- Pay all fees due on Arbor. Or in the case of last-minute bookings, as soon as they are added to your Arbor accounts.
- Promptly report to Stay and Play staff any concerns so that they may be investigated as soon as possible.

4. General Organisation

Morning Stay and Play at Astley C.E. Primary School is from 7.45am to 8.40 am. A drink, cereals, toast and piece of fruit are available to children during this time. At 8.40am the children make their way to class to begin the school day with their peers.

Afternoon Stay and Play is from 3.20pm to 6.00pm. A drink and a light snack along with fruit or biscuits are offered at the start of this session. Children attending school clubs can join Stay and Play at 4.20pm.

Children may join Stay and Play following a club and are asked by the club member to move with others from the club to Stay and Play where staff will be expecting them.

Stay and Play takes place mainly in the school hall, although classrooms are sometime utilised when the hall is in use by clubs or staff training. Children have access to a variety of board games, arts and crafts and construction toys, as well as the playground and field on warmer days.

Arbor is used to book and pay for Stay and Play sessions which are charged as follows:

Breakfast session will be 7.45 - 8.40am = £5.00 (£6.00 if booked late)

After school session will be as follows:

3.20pm - 4.20pm = £5.00 (£6 if booked late)

3.20pm - 5.20pm = £9.00 (£10 if booked late)

3.20pm - 6pm = £12.00 (£13 if booked late)

You can also book slots starting at 4.20pm if your child has attended an after-school activity club.

These are:

4.20pm - 5.20pm = £4.00 (£5 if booked late)

4.20pm - 6pm = £7.00 (£8.00 if booked late)

If you are late collecting, you will be charged for the next slot. A late fee of £1/minute is applied if children are not collected by 6.00pm when Stay and Play closes. In the unlikely event that a child remains uncollected at 6.30pm and no contact from a parent has been received we will contact Social Care or the Police as part of our safeguarding procedures.

Stay and Play is supervised by at least one member of staff with additional staff available if needed. When children under 5 are accessing the session there will always be a minimum of two staff present. There are always at least two members of staff on site at all times.

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Staff using Stay and Play for their own children, who are on roll at Astley, during their contracted hours are not charged. Staff accessing Stay and Play outside of their contracted hours are charged at the usual rates. Volunteers helping out in school or attending training are offered this facility free. This is to ensure we comply with taxable benefits regulations.

5. Support for Stay and Play staff

All Stay and Play staff receive training on the first day of each academic year where the school vision, ethos, safeguarding, behaviour and code of conduct policies are revisited and revised. Staff receive first aid, food hygiene and positive handling training on a three-year cycle.

6. Important Documentation

Stay and Play staff will have regard to the following policies and documents:

- Stay and Play Policy,
- Health & Safety policy,
- Behaviour policy,
- Safeguarding policy,
- Fire Alarm Procedures,
- Staff Handbook,
- Whistleblowing policy
- Staff Code of Conduct.

Example Snack Menu

Week One

| | Breakfast 8 – 8.30am | Snacks 3.45-4.15pm | Notes |
|-----------|-----------------------------------------------------------------------------|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Monday | Available everyday: Cereals Toast Fruit Fruit Juice Milk | Cream Crackers/Cheese/Cherry tomatoes | Fresh fruit and toast available each day Drinks selection may include: Fresh Fruit Juice Hot Chocolate Squash Milk Water |
| Tuesday | | Pitta Bread and Cheese | |
| Wednesday | | Carrot/Cucumber sticks and Dips | |
| Thursday | | Fresh Fruit selection/Yoghurt | |
| Friday | | Cheese and Tomato Pizza | |

Week Two

| | Breakfast | Snacks | Notes |
|--|-----------|--------|-------|
|--|-----------|--------|-------|

Responsible body**Title of policy**

Governing body

Stay and Play Policy

| | 8 – 8.30am | 3.45-4.15pm | |
|-----------|-----------------------------------------------------------------------------|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Monday | Available everyday: Cereals Toast Fruit Fruit Juice Milk | Pitta Bread and Cheese | Fresh fruit and toast available each day Drinks selection may include: Fresh Fruit Juice Hot Chocolate Squash Milk Water |
| Tuesday | | Fresh Fruit selection/Yoghurt | |
| Wednesday | | Breadsticks/Vegetable sticks and Dips | |
| Thursday | | Cream Crackers/Cheese/Cherry tomatoes | |
| Friday | | Cheese and Tomato Pizza | |

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