

Introduction

Bigland Green Primary School provides a 'before-school-provision' to pupils in Reception to Year 3¹. The main aim of the provision is to cater for the needs of working parents and/or those who have significant social needs for such a provision to be essential for children's learning and well-being.

Arrangements and organisation

Before school provision is delivered Monday to Friday between 8:00 and 9:00 AM. There are two support staff who run the provision with direction from one of the Assistant Headteachers. The provision includes indoor and outdoor games; stories; art & craft, and project work. Children will have opportunities to read to adults to practice their reading skills, be exposed to different social interactions, and learn through games.

Pupils with allergies will need to be provided with a snack from home.

Criteria for the selection of pupils

The provision is for Reception to Year 3. Nursery are only considered for exceptional cases. The school uses the following criteria to select children/pupils for the before-school-provision:

1. Both parents or the legal guardians are in full-time employment
2. Both parents or legal guardians are in full-time education or recognised training
3. Exceptional social needs making it essential for children/pupils to be at school before statutory hours, and;
4. Families who have a short-term exceptional circumstance.

Requests for a place in the provision must be made in writing by completing the 'request slip' attached to this policy. The school will consider requests at the end of each term for a start at the beginning of the next term. However, exceptional circumstances will be considered as they arise. Places offered for exceptional circumstances will be reviewed weekly. The school's decision is final.

Financial contribution towards the sessions

Pupils who meet the above criteria, make a contribution towards the cost of running the provision. The contribution is £7.50 per week (per child) as it is heavily subsidised by the school. Parents/guardian must make the payment half-a-termly and in advance unless the offer is for an exceptional circumstance, in which case, a weekly payment must be made in advance.

The maximum number of pupils catered for will be 16.

Date	Signature	Review
4 July 2022	B. A. Pailola	As required

¹ Pupils in Year 4 to 5 already have a before-school-provision in the form of Bright Minds

Request for a place in the before-school-provision

Name of child: _____ Class: _____

I meet one or more of the criteria mentioned in the policy

I will contribute £7.50 per week (for each child) and pay in advance for a half-term

Please provide the reason(s) for which a place is being requested, the criteria that apply to you and any other relevant information in the space below:

Signature of parent: _____ Date: _____