

The Hive- After School Provision

The Hive provides high quality out-of-school hours' childcare for our parents. It provides a range of stimulating and creative activities in a safe environment, within our ethos of promoting "spiritual, moral, cultural, social, mental and physical development." The club aims to support parents by providing opportunities to support completion of homework and themed activities to enhance children's experiences. The club will be run by staff from the school, and led by Mrs Buczek, Mrs Ahmed and Mrs Miles. The club operates from 3.30pm - 5.30pm during term time. A copy of this policy is provided to all parents of children attending the club and is also available on the school website. All parents must complete The Hive Provision form for each child attending The Hive and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending St Mary's Catholic Primary School are eligible to attend.
- All places are subject to availability.
- The Hive Provision form must be completed prior to the child's commencement at The Hive.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website.
- Non contracted pupils are welcomed to use The Hive provided there are spaces and parents/carers have previously completed The Hive Provision form
- All Hive staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Arrival:

- EYFS and KSI Children will be collected by a member of The Hive staff directly from their class teacher.
- The Hive staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure

- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector.
- The parent/carer or named collector must only collect the child from the school office.
- Parents/carers must ensure that any person who may collect their child is listed on the data collection form and that it is kept fully up to date.
- Parents must inform The Hive staff if their child is going to be absent from The Hive by phoning the school office or emailing admin@st-marys-ipswich.suffolk.sch.uk



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3:30 – 4:00 pm	Light snack Reading/Homework supported by adults in the room X2 Listen to children in R, KS1 read, KS2 children read independently unless they need to be heard daily. X1 adult to support with homework (spellings/Phonics)
4:00 pm – 4:30 pm	Theme activity
4:30 pm – 4:45 pm	Snack time (fruit, vegetables, bread sticks, toast, crumpets)
4:45pm – 5:30 pm	Free flow of activities

Example of Theme activities:

Theme activities	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
Monday	Yoga	Bug hunt	Pond dipping	Football	Sewing	Clay craft	Football skills
Tuesday	Bracelet making	Basketball	Chrome books song maker	Willow garden	Painting	Create your own colour wheel.	Dance
Wednesday	Board games	Mindfulness colouring	Create a catapult using lolly sticks/elastic bands	Messy play (shaving foam/sand)	Playground gym	Computer coding	Junk modelling
Thursday	Chrome books (hit the button/active learn)	Making ice lollies	Pasta necklaces	Quiz trivia	Jigsaw puzzles	Playground games- stuck in the mud/duck duck goose	Bug hotels (plastic bottles)
Friday	Fruit salads	Chalk drawing on the playground	Sensory walk	How to draw session	Parachute games	Film club	Learn how to draw X

Example of Free flow activities:

Lego	Phonics games	Maths games	Geography (digi maps/atlasses/globes)	History Topic box with artefacts and books to look at/curriculum visions	Creative table (colouring/drawing)	Beebots
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Behaviour

Whilst attending The Hive children are expected to follow the school ethos and rules. The school behaviour management policy applies at all times, including the rewards and sanctions.

First Aid

The school first aid and administration of medication policy applies at all times. Parents of any child who become unwell during The Hive will be contacted immediately. If a child is sent home during school hours, the school office will inform The Hive of their absence.



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Uncollected children

If a child has not been collected by 5.30pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. All children must be collected by 5.30pm at the very latest. Of course, if there is a problem, please let the school know as soon as possible using the school phone number 01473 728372 or email admin@st-marys-ipswich.suffolk.sch.uk and we will ensure that your child is looked after until you arrive. Our staff are employed until 5.30pm when the school building closes. If you do not collect your child by this time, there will be a late charge of £15 for every 15 minutes after 5:30pm (per child). This charge will be necessary to cover the costs of staff working beyond 5:30pm. We would ask that you ensure that you collect your child in a timely manner every day so that this does not occur. If you repeatedly collect your child late, we will not be able to continue to offer the service to you.

Booking details

The Hive operates a booking system that is based on a first come first served basis and with priority given to those requesting full time places and siblings. To reserve a place, parents/carers must complete The Hive Provision Booking Form that is sent via Microsoft Forms. Any amendments can be made by contacting the school office via email to admin@st-marys-ipswich.suffolk.sch.uk. Children will not be accepted in The Hive unless these forms are satisfactorily completed and received by the Team. Once a Microsoft form has been completed a place will be allocated via Parentmail, by completing the Microsoft form you are signing a contract for The Hive Provision and you will be invoiced by the school weekly, in advance. You may book weekly in advance to secure your space.

Ad hoc Bookings:

These may be allowed during emergencies and exceptional circumstances for those children who are contracted to The Hive Provision only, and on discussion with the school office. This is an exception to the rule. Payments are made online via Parentmail. The cost will be £10 per session for The Hive after school provision. The full amount is payable for each session even if your child arrives late or leaves early for any reason. If your child is unable to attend The Hive for any reason, no substitute bookings or refunds will be made. To ensure that the club is sustainable we will be asking parents to pay weekly in advance. All forms must be completed and payment received prior to your child starting The Hive. Once you have booked and paid for your child/ren's place it will be non-refundable.

Cancellation

If you decide that you no longer require a place for your child, you must give one weeks written notice to the school office either in writing or via email. During this time the place will be open to you and you will be charged. If on the day you need to cancel your place at The Hive, please collect your child via the office, **do not collect them from The Hive or classroom.**

Late Payment

Payment is due prior to the child attending the club. Payments will need to be made in full by each Wednesday for the following week. If you haven't paid, your child will not be permitted entrance to The Hive provision.

School Closure

If for any reason there is a school closure, we will endeavour to contact you as soon as possible via e-mail or via text.

Related Whole School Policies: The Hive is an extension of the school, so all school policies apply to the running of this provision.

Of particular note are:

- Safeguarding and Child protection policy.
- Equal opportunities policy.
- Health and Safety policy.
- First aid and administration of medicines.

