

Excellence Together, Learning Through Faith.



St Mary's C of E (VA) Primary School

To be a caring, inclusive, Christian environment, nurturing a life-long love of learning where we can work together to learn, to grow, to serve. We are proud to support the whole community and by collaborating will enable all children and adults within it to live fully whilst 'shining brighter and brighter' Proverbs 4:18.

St Mary's is an inclusive school where we believe that all people are of equal value, irrespective of their ethnicity, culture, religion, gender, ability or sexual identity. We recognise and respect their differences.

After-School Club Policy

Effective 1st September 2020

This policy is GDPR compliant.

Date of issue: May 2020

Last reviewed/adopted: May 2020 (Resources Committee)

Next review date: Summer 2021

Signed: _____

Date: _____

Aims:

- To provide a happy, welcoming place at the end of the school day where all children are valued.
- To support working parents / carers by providing an affordable childcare facility.
- Be consistent and reliable to enable parents / carers to have confidence and peace of mind whilst their child is at After-School Club.
- To ensure the After-School Club is sustainable by generating enough from fees to cover ongoing costs.

Opening Times:

Monday to Friday 15.20-18.00 term time only.

INSET Days:

After-School Club will not operate on staff development days.

Admissions:

The After-School Club is fully inclusive for children from Nursery to Year 6. Any parent / carer with a child that has any additional or special needs should record these on the application form – this is so that any child can be appropriately welcomed into the club.

Booking and Payment Arrangements:

After-School Club fees are to be paid half termly, no later than one week after the invoice is issued.

After one week of non-payment, the school office will follow up any outstanding amounts and ask for immediate payment. If, at the end of the second week there is still no payment and no explanation, then the child / children will not be able to attend.

Fees will still be charged for absences unless the After-School Club is closed.

If the After-School Club is used in an emergency or one-off basis, payment must be received on the day through the School Gateway.

The After-School Club reserves the right to prevent any child's attendance to the club if at any time if they are not acting in a disciplined and responsible manner. Fees in this case will not be refunded. We also reserve the right to cancel After-School Club where numbers are insufficient, fees in this case would be refunded.

The contract may be terminated by the parent / carer (with no cost incurred) if half a term's notice is given. If no notice is given, the cost of half a term's fees will be charged to the parent / carer.

Children of St Mary's School staff and governors are able to attend After-School Club on a discretionary concession basis subject to place availability. This concession will be reviewed annually.

The School Office will monitor and review payments each week and will be responsible for contacting parents when there are any problems. The After-School Club lead will then discuss this with the Headteacher and a decision will be made.

After-School Club reserves the right to withdraw a child's allocated space should there be an absence of four weeks during any half term, unless by prior arrangement with the After-School Club lead. The space will then be offered to the first child on the After-School Club waiting list. Any fees already paid will be reimbursed from the point of cancellation.

After-School Club spaces will be allocated on a first come first served basis, upon receipt of the application forms by the School Office, within the date requested thereon.

Fees:

For the academic year 2020-2021 the fees per session will be £13.00. Each session runs from 15.20-18.00. Additional siblings will be entitled to a reduction in session costs. Siblings will be charged at £10 per session.

Children must be collected by 18.00. A record will be kept of any child who is picked up late and an additional charge of £10 may be levied if late pick up occurs more than once in a term.

Fees will be reviewed annually and any increases notified to parents by June of the preceding academic year.

Location of After-School Club:

The After-School Club is held in the school hall. The school's lunch kitchen is used to wash tableware. The equipment and foods are kept in the school's cooking room. Staff ensure that all areas are left clean and tidy at the end of the club session.

Behaviour:

The school policy and rules with regard to behaviour are followed to ensure consistency for the children at the club. If a child continually behaves badly the school reserves the right to withdraw the place.

Communication with Parents:

Occasionally, After-School Club will feature in the school's termly newsletter.

Letters, emails or texts will be sent home at the end of the school day regarding After-School Club, if parents need to be informed of anything.

Staffing:

After-School Club is supervised by:

Mrs O'Dell – After-School Club lead,

And After-School Club assistants.

They work together to ensure that the children have a range of activities to occupy themselves and that they are playing safely. They organise the cleaning of all of the equipment required to run the After-School Club and prepare the food.

In addition to After-School Club staff, other school staff members may be on site until 18.00.

Staff levels may fluctuate to meet current needs. If a member of staff is absent, they must ring the After-School Club lead or the Headteacher who will arrange any necessary cover. All staff have a DBS check. The After-School Club lead is trained in Basic Food Hygiene and holds a certificate. Staff are identified by a lanyard with their photo and name. There will always be a qualified first aider present.

Our staff:child ratio is 1:8. However, in the interests of safeguarding, there will always be two members of staff present.

Routine:

Children will meet in the Library area and be taken up to the After-School Club by the designated lead.

- Children will be registered.
- A member of After-School Club will organise the 'activity of the day'.
- Staff will prepare the children's food.
- Once they have eaten, they will clear their own cup and plate away from the eating tables and take them to be washed up by a member of staff.
- During their time at the club the children will have the choice of regular activities in which they may wish to participate (e.g. colouring, board games, quiet reading).
- Children will only use the main school toilets.
- Children will help tidy up equipment at the end of the club.

Resources:

After-School Club has its own supply of craft resources, games and tableware. This is kept in the school hall where the club takes place. All electrical equipment is PAT tested annually.

Parental and Pupil Feedback:

The school values any parental / carer or pupil opinions and welcomes feedback about how the club is run. Please talk to staff or make an appointment to speak to the Headteacher.

Complaints Procedure:

All complaints in writing by a parent regarding the After-School Club will follow the school Complaints Procedure.

Cancellations:

Cancellations would be due to school closure due to adverse weather conditions, problems with the building. For example: no heating or water supplies, or unforeseen circumstances.

In the event of a cancellation:

- A member of school staff will endeavour to contact individuals by text or phone by 1pm.
- School closures are reported locally on Three Counties Radio.
- Payments made for sessions cancelled by the school (St Mary's) will be deducted from the next term's invoice.

After School Club Menu:

Our selection of food aims to offer a healthy balance. Children have the choice whether to have food or not, although they are encouraged to do so. **The application form will detail any specific requirements a child has.** If parents do not wish their child to have food, the cost remains the same and we will always offer a healthy snack (e.g. fruit/vegetable sticks/pitta bread)

The school abides by the guidelines set by the School Food Trust. Further information regarding the Schools Food Trust can be found at www.schoolfoodtrust.org.uk.

Activities:

Each child is encouraged to make their own choices regarding the activities they choose to participate in. After-School Club offer structured activities as well as free choice. Weekly programmes of activities may include:

- Art using various mediums
- Crafts using a wide variety of textures and materials
- Construction and Lego toys
- Sports and net games
- Board games
- ICT
- 'Film night' (U rated film only)

Emergencies:

As part of the application form, parents / carers will be asked to complete emergency contact numbers to enable After-School Club staff to contact them in the case of emergency.

Fire Procedures:

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's playground in a line.

The club's register for the day will be called and all names will be checked.

There will be a termly fire practice in accordance with the school's emergency fire and evacuation policy.

Safety & School Policies:

Health and Safety:

After-School Club is run by the school and the existing Health and Safety Policies will be followed. The school hall area will be checked regularly by staff to ensure the safety of the children.

Risk assessment:

A separate risk assessment has been completed for After-School Club sessions and activities.

Equal Opportunities:

After-School Club will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. All children and their families will be treated with equal concern and value.

Safeguarding:

In accordance with Safeguarding arrangements, all staff involved in the running of the After-School Club will have current DBS clearance. These records are held in the school office. After-School Club staff will follow existing school policies and procedures for child protection and the code of conduct.

Policies and Procedures:

After-School Club will follow the school's own policies and procedures and these are available from the school office.

Accidents:

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book. After-School Club will follow the school's first aid policy.

Medication:

Inhalers are kept in the classrooms. If a child needs their inhaler then a member of staff will escort them to their classroom to observe that the medication has been taken correctly. Other medication will be administered according to the existing school policy on medication.

Policy Review:

It is the responsibility of the governing board to agree, review and monitor the policy as and when necessary.