

# **STANWAY PRIMARY SCHOOL**

## **POLICY**



## **AFTER SCHOOL CLUB**

**Policy adopted by**

**The Resources Committee:**

**Summer 2023**

**Review Date:**

**Summer 2024**

# STANWAY PRIMARY SCHOOL AFTER SCHOOL CLUB POLICY

## 1. Rationale:

- 1.1 The after club is organised by Stanway Primary School. It is an extended school activity designed to allow children to be in school from 3:15pm – 5:30pm to have the opportunity to have a choice of snack and drink after school, and to join in activities on offer. They are also encouraged to be independent at these times and to make decisions for themselves through the choice of food and drink and to participate in informal activities with each other developing social and interactive skills.

## 2. Objectives:

- To provide a welcoming, safe, secure environment for pupils at the end of the school day.
- To enable pupils to remain at school and have a snack and drink at the end of the school day in a pleasant, relaxed environment.
- To employ caring supervisory staff.
- To provide a calm play environment for those pupils.
- To provide an affordable service for working parents.

## 3. Organisation:

- 3.1 The after school club is open to all pupils attending Stanway Primary School. It is open from 3:15pm – 5:30pm, Monday to Friday during term time only. Snack is served between 3:45pm – 4:15pm.
- 3.2 The child's details, medical conditions, the parents' contact details, an additional emergency contact name, address and telephone number are kept in the school office; the after school club staff also hold copies of this information.
- 3.3 It is the responsibility of the parents to ensure that the office is informed of contact changes.

## 4. Booking Procedures:

- 4.1 All bookings must be made on the school booking form. Booking requests can be made for either a regular place, e.g. every Monday, or a 'one-off' date.
- 4.2 At the first time of making a booking request, parents are also required to complete a registration form. Registration forms will be reviewed and updated on an annual basis.
- 4.3 The school will aim to accommodate all requests however places at the club are limited to 25.
- 4.4 Booking requests cannot be made more than half a term in advance of the required start date (e.g. applications for September cannot be made until after the May half term holiday).
- 4.5 Places are allocated on a first come, first served basis. Priority will be given where a sibling is already regularly attending the club.

- 4.6 The school will confirm a place at the club in writing. Once the booking is confirmed the place will be guaranteed, provided all payments are made in advance, attendance is regular and the child's place has not been withdrawn.
- 4.7 If the school is unable to offer a regular place, the details will be retained on a waiting list and parents will be contacted should a place arise.
- 4.8 In the event of changes to a booking, a new booking form must be completed.

## **5. Payment Arrangements:**

- 5.1 The charge for each session is £8.50.
- 5.2 Payments must be made in advance of the date of attendance.
- 5.3 Payments should be made online via Scopay (using a debit/credit card). Childcare Vouchers issued by certain employers can be accepted. The school is also registered with the government's Tax-Free Childcare scheme.
- 5.4 For regular bookings payments must be for a full month/half-term/term in advance (as indicated on the booking form). Where payment has not been received in advance a place at the club cannot be guaranteed.
- 5.5 For one-off sessions, payments must be made where possible in advance of, but no later than the day of attendance.
- 5.6 Where payments have not been made in advance and arrears are accumulating, the school reserves the right to cancel a place with immediate effect.

## **6. Use of Registers:**

- 6.1 Children are registered as they enter the Hall. The after-school club supervisor retains the registers which are kept in the school office.
- 6.2 In case of emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

## **7. Staffing and Supervision:**

- 7.1 The children are adequately supervised at all times. A minimum of two staff are on duty. All members of staff are DBS checked. At least one member of staff on duty holds a current paediatric first aid certificate. Permanent members of staff on duty have attended the food hygiene course.
- 7.2 It is the responsibility of the class teachers to ensure that the children are handed over safely to the staff on duty.
- 7.3 At the end of the session children must be collected by an adult and signed out as they leave.
- 7.4 The after school club closes promptly at 5:30pm and all children must be collected by this time. The school reserves the right to withdraw an offer of a place where a child has been collected late (after 5:30pm) on more than two occasions.
- 7.5 All places must be booked in advance with appropriate registration and booking forms completed. For one-off bookings, children must be booked into the club by

3:00pm the previous school day. For regular bookings it is recommended that parents give at least 2 weeks' notice before the place is required.

- 7.6 Responsibility for the children attending is only taken if the children are correctly booked in.

## **8. Food and Activities:**

- 8.1 Children will be offered a light tea; for example, beans on toast, sandwiches and wraps, with fruit juice, milk, or water to drink. Occasionally other foods may also be offered. Fruit will be available every day.
- 8.2 Children are not permitted to bring their own food to the club unless this has been agreed in writing by the school and in advance of the child's attendance at the club.
- 8.3 Following snack a number of activities will be on offer for the children to participate in. These will include craft activities, games and toys. Appropriate TV programmes and DVDs may also be shown during the sessions. All resources necessary for the club are purchased through the school budget designated for the after school club.
- 8.4 Unless requested by the school, children should not bring their own toys, games or any items of value onto the site. The school is unable to accept responsibility for such items.

## **9. Pricing Policy:**

- 9.1 The after school club fee is £8.50 per session.
- 9.2 Fees will be reviewed on a regular basis; parents will be given at least one month's notice of any changes to the fees.
- 9.3 Parents must inform the school in writing if they no longer wish their child to attend the after school club. At least 48 hours notice of cancellation is required. The school will confirm the date of cancellation and arrange a refund if appropriate.
- 9.4 If a child will not be attending a particular session they have been registered for, parents are required to inform the school giving at least 48 hours notice.
- 9.5 Refunds/credits are not given for non-attendance unless the child is unwell and absent from school on the day booked.
- 9.6 The school reserves the right to withdraw an offer of a place where a child has not attended the club for their allocated session(s) for a period of 3 consecutive weeks or more.
- 9.7 Action to recover payments due will be taken as detailed in the school's Debt Management Procedures (Financial Regulations).

## **10. Behaviour Policy:**

- 10.1 Our behaviour policy is in line with Stanway Primary School Behaviour Policy. The school's behaviour policy is based on positive reinforcement and modelling of good behaviour. Children are expected to show a good standard of courtesy and behaviour at all times.
- 10.2 Unacceptable behaviour which results in distress or disruption to adults or children at the club may lead to the withdrawal of the offer of a place at the after-school club.

## **11. Contingency arrangements for staff absences and emergencies:**

- 11.1 Arrangements for cover of staff due to absence is organised by the School Business Manager, who keeps a register of staff available for cover.

## **12. Fire Procedure:**

- 12.1 Children should exit the hall and assemble at the fire assembly point at the Villa Road end of the front playground. The register will be taken.

## **13. First Aid:**

- 13.1 If First Aid is administered, the treatment given is recorded in the school First Aid record book. In the event of a bumped head, parents will be informed, usually by way of a 'bumped head note'.

## **14. Medication:**

- 14.1 Epi-Pens are kept in the school office and inhalers in the Medical Room. If a child needs their inhaler a member of the after-school club staff will get it.
- 14.2 In accordance with the school policy, Supporting Pupils at School with Medical Conditions and Administering Medication, staff will only be able to administer medication to a child at the after school club in exceptional circumstances (unless it is an Epi-Pen or an inhaler). The requirements of the policy will apply at all times; further details are available from the school office.

## **15. Risk Assessment:**

- 15.1 A risk assessment has been carried out for the after-school club and will be reviewed annually.

## **16. Safeguarding Children:**

- 16.1 All members of the after-school club staff have completed Level 2 Safeguarding Training for Schools, Keeping Safe in Education.
- 16.2 Stanway Primary School is committed to safeguarding and promoting the welfare of children and young people.

## **17. Policy Review:**

- 17.1 This policy will be reviewed on an annual basis by the Governing Body.