

ALDERMAN RICHARD HALLAM PRIMARY SCHOOL

AFTER SCHOOL CLUB POLICY



Aims

To provide a secure, welcoming, After School Club where children can interact with each other in enjoyable and pleasant surroundings.

Objectives

- To provide a welcoming, safe, secure environment for children at the end of the school day.
- To enable pupils to learn and play in pleasant, friendly surroundings.
- To employ staff who care about children and their development.
- To provide a safe and secure after school child care service to assist working parents.
- To provide a service that is accessible to all the children at school.

Procedures

There is one After School Club Manager and six After School Club Workers in attendance from 15.15pm until 17:30pm when After School Club closes. The school caretaker is on site. A senior member of staff is on site until 17.45pm. The door to the dining room adjacent to KS1 is where children are welcomed by the manager who registers them. Children are registered as they enter the dining room. Pupils are to be collected from After School Club by an adult or responsible person (a responsible person in this case is a young person aged 16 years or over). Parents and carers are asked to inform the After School Club Manager of any change of address or telephone numbers in case of an accident or emergency. In case of a fire drill or an emergency where children have to be evacuated from the building, the register will be taken to the assembly point on the playground outside at the Year 3 & Year 6 collection point and children checked against the register to ensure they are present.

How to register

If you would like your child to attend After School Club, forms are available from After School Club school, school reception or you can download one from the school website.

Booking arrangements

A child needs to be registered with After School Club, before they can attend, by completing all the necessary paper work (which includes a child's details, medical forms, parent or carer contact details, consent forms, additional emergency contact names, addresses and telephone numbers) then the child is welcome to attend on a full time or part time basis. To help us we ask parents and carers to try their best to let us know the day before if their children will be attending After School Club. Parents may also come in to Breakfast Club before school starts to book their children in for that day at After School Club or they can contact the school office before midday at the latest. If a child cannot attend After School Club, we ask that parents and carers let us know the day before or before midday or they will still be charged for the session that they have booked.

Fees

The cost for each child attending After School Club is £4.00 per session, per child. Payments can be made daily or weekly in agreement with the After School Club Manager. Parents are asked to not let their fees run in arrears and no outstanding payments must run into a new term or school year. If fees are in arrears, your child will no longer be able to attend the After School Club until the debt has been cleared. Payments can be made online. The After School Manager will inform you of any outstanding fees. If you have any concerns with regards to payments, please speak to the After School Manager.

Communication with Parents

Parents and carers can share any concerns with the After School Club Manager, Miss Smith, when they book their children in or collect them. Written notes to parents and carers may be sent home with the children when required. If a child has an accident parents and carers will be rung on their contact number if the accident is serious or contacted through an accident form if the injury is minor. Parents and carers may also wish to make an appointment with the Deputy Headteacher Mr Beardsmore to discuss any concerns relating to After School Club.

Organisation

The After School Club is open to all pupils from Reception to Year 6. The club is open to receive children immediately after the regular school day ends. The children are escorted over to After School Club from their classrooms by a member of school staff at the end of the day where they are greeted by the After School Club Manager who registers each child into the club to enable her to know exactly which children are attending each day. The children can then enjoy

After School Club until their parents come to collect them. As parents and carers arrive to collect their children they are greeted by the After School Club Manager who will record each child's departure time as they leave. The After School Club runs from 3:15 until 5:30pm every day. Parents and Carers are asked to collect their children by 5:30pm, if a child is continually collected late then parents will have to pay for the extra time spent supervising their child in accordance with the Attendance and Punctuality Policy or they may be informed that they are not be able to use After School Club until permanent arrangements are in place for their child to be collected on time.

Healthy Eating

We, at After School Club, appreciate that the children may be hungry after a day at school and we allow them to bring a snack to eat. The snacks allowed are crisps, fruit (including winders), cereal bars and other similar snacks. They are not allowed to bring sweets or chocolate. No food containing nuts are allowed. There will be a 'Snack Table' where the children can eat their snack at a time that suits them. We also provide the children with a biscuit and a cold drink.

Resources

The After School Club is well resourced and school equipment and resources are used to ensure there is a good range of activities spread over the week. Children can take part in a range of physical activities which including outdoor sports and games and a range of age appropriate games. We also show childrens' movies and play age appropriate music to keep them entertained. Childrens' fine motor skills are encouraged through access to a variety of construction equipment and craft activities. Children have access to good quality toys and equipment all of which are appropriate for their age and level of development which enables children to experience a range of play opportunities and to have 'fun.' All areas are prepared by staff before the children arrive however, if any child wanted a specific activity not planned on that day staff are happy to make this available. Children also have access to school laptops and iPads so they can complete their homework and trained staff are on hand to offer advice about homework and hear children read.

Staff

Miss Smith is the After School Club Manager; she is supported by a number of staff including Mrs Price, Mr Tanna, Mrs Wesson, Mrs Carrington, Miss Manship, Mrs Blondeau and Miss Witherington.

Records of Staff

In accordance with the Children Act Regulations, the address and telephone numbers, proof of identity for employees and DBS details are kept securely as part of the School Central Record in the School Office.

Medication

If a child needs an inhaler they should bring it along to After School Club. It is important that your child's inhaler has their name on. Where children need access to an Epipen or insulin, these will be kept in After School Club. For these instances the After School Club will ensure that properly trained staff are in place to meet a child's particular needs.

Risk Assessment

All risk assessments for the After School Club are included in the school Health and Safety file which is regularly audited by staff from Leicester City Council's Health and Safety Team. Parents and carers can be reassured that, currently, Health and Safety at Alderman Richard Hallam Primary School is judged to be Outstanding by the City Council.

Complaints

All complaints notified in writing by a parent or carer of a child attending After School Club will be investigated using the school complaints procedures as set out on the school website. Where appropriate an OFSTED complaints form will be used.