

ALDERMAN RICHARD HALLAM PRIMARY SCHOOL

After School Club Policy



After School Club Policy

Contents

Aims.....	2
Objectives.....	2
Procedures	3
How to register.....	Error! Bookmark not defined.
Booking arrangements.....	3
Fees	3
Communication with Parents and Carers	4
Organisation	4
Healthy Eating	4
Resources	4
Behaviour	5
Staff	5
Safeguarding	6
Records of Staff	6
Medication	6
Risk Assessment	6
Complaints	6

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 childcare service to assist working parents and carers.
- To provide a service that is accessible to all the children at school.

Procedures

There is one After School Club Manager and three After School Club Workers in attendance from 3:00pm until 5:30pm and one After School Club Manager and one After School Club Worker from 5:30pm-6:00pm up until After School Club closes. The school Premises Officer is on site. A member of the Senior Leadership Team (SLT) is contactable until 6:00pm. The door to the Dining Hall adjacent to KS1 is where children are welcomed by the Manager who registers them. Children are registered as they enter the Dining Hall. 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), there could be exceptions to this that are determined by the After School Club Manager and The Senior Leadership Team. Parents and carers are asked to inform the After School Club Manager of any change of address, telephone numbers or email 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 and Year 6 collection point and children are checked against the register to ensure they are present.

Booking arrangements

Parents are required to book their own sessions through the schools Arbor system. Arbor allows the parent to book the sessions that they require as far in advance as they wish, this can only be done once the child's account has the appropriate funds to do so. Each child is welcome to attend on a full-time, part-time or ad hoc basis. Parents and carers are required to book in advance any time before, and up to; 12:00pm on the day of their child attending the After School Club. You can call/text the After School Club Manager on; 07867 433752 between the hours of 7:00am-10:00am and 1:30-6:00pm, Monday to Friday term time only.

Fees

The cost for each child attending After School Club is £9.00 per session until 6.00pm, per child, sibling discount is also available at £6.00 per child for siblings attending on the same day. There is also a session available until 4:30pm at a cost of £5.00 per child with no sibling discount. Payments will need to be made up front to enable you to use this service. Any parents or carers that have outstanding balances from the last academic year will not be able to use this service until the balance is brought up to date and agreement made with the Manager. Payments can be made through the schools Arbor account, through the Government childcare scheme and through your workplace childcare vouchers. If you have any concerns with regards to payments, please speak to the After School Manager. Late bookings (after 12:30pm on the day of use) cost £9.50 per session, per child with no sibling discount.

Communication with Parents and Carers

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 Nursery to Year 6. The club is open to receive children immediately after the regular school day ends (3:00pm). 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 or carers 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 3:00pm until 6:00pm every day. Parents and Carers are asked to collect their children by 6:00pm. Late fees will be charged at £5.00 for every 15 minutes past 6.00pm – there will be no exceptions. Additionally, they may be informed that they will not be able to use After School Club until permanent arrangements are in place for their child to be collected on time.

Children who come to After School Club after attending an Extra-Curricular Club will have their session cost reduced to £5.00 per session but will still need to book in advance and the session paid upfront due to limited spaces.

Healthy Eating

At After School Club, we 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 foods 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 includes outdoor sports and games and a range of age-

appropriate games. We also show children's movies and play age-appropriate music to keep them entertained. Children's 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 iPads, a Nintendo Switch and a Playstation. Children have the ability to complete their homework and trained staff are on hand to offer advice about homework and hear children read.

Behaviour

After School Club handles incidences of behaviour in line with the school's Behaviour Policy which can be found at <https://www.arhprimary.co.uk/policies/>. We have high expectations for the behaviour of all children who attend Breakfast and/or After School club, which is shared with the children regularly throughout the school year. Children must not cause harm to themselves, others or damage property; they must not act in a way which negatively impacts on others.

It should be noted that After School Club acts as a separate entity from the school. Incidences of negative behaviour which occur at After School Club will be dealt with at the Club and at the discretion of the After School Club Manager in liaison with the school's SLT.

Where a child's behaviour is persistently disruptive, we will pursue avenues of support to enable them to change their behaviours. This can include, but is not limited to, restorative conversations, work with parents and carers, and support on how to manage their emotions.

Temporary suspensions or the permanent banning from After School Club may be issued in the event of persistent misbehaviour or in response to significant incidences of negative behaviour. The parents and carers will be informed immediately and given reasons for the action taken.

We ask that our parents and carers model excellent behaviour on school grounds and demonstrate how to resolve conflicts appropriately through calm discussion. For more details on this, please refer to our Parents and Carers Code of Conduct.

Staff

Miss Smith is the After School Club Manager; she is supported by a number of staff including Mrs Wesson, Miss Hanger, Mrs Hollowood and Mrs Blondeau.

Safeguarding

A school Designated Safeguarding Lead is contactable by After School Club staff should any safeguarding concerns arise. Please refer to the school's Safeguarding Policy for more details.

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 98% compliant in our 2024 audit 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. Please refer to the school's Complaints Policy for more details.