

## Before and After School Club Policy

### Purpose of the policy

- To describe how the school delivers a Before and After School Club service which is affordable, sustainable and of quality.

### Aims

Through our School Club we intend to:

- Provide opportunities for fun, enjoyment and learning through a range of activities.
- Encourage children to develop friendships between age groups and work together cooperatively.

### Hours

- School Club runs during term time Mon-Fri, starting at the end of the school day and closing at 5:30pm.
- All spaces are subject to availability based on ratios
- Places are allocated on a first come first serve basis.
- Children can be collected at any time during the hours the club runs.
- The club is open to all children from Reception (once full time) to Year 2.
- Children will be escorted to the club at the end of the school day.

### Admission, booking procedures and payment of fees

- Registration forms, available from the school office, must be completed prior to a child starting at the club.
- Emergency contacts and password must be given before a child can attend the club.
- Regular slots should be booked one half term in advance, and fees should be paid no less than a week in advance.
- If a regular slot needs to be cancelled or changed, and space is available, a minimum of one full week's notice must be given, or fees will still be payable.
- One-off slots can be booked, if space is available.
- Confirmation of a place will be given verbally in the first instance and signed receipt of booking will be returned.
- Should you no longer wish your child to attend After School Club, you must give at least one full week's notice in writing.
- Fees must be paid through
- Some concessions may be available. Please arrange a meeting if you would like to discuss this.
- If a session has not been paid for, in advance, the child will not be able to stay and a member of staff will contact you to arrange immediate collection.
- If a parent is experiencing difficulty with payment of their fees, they should contact a member of the leadership team as soon as possible.
- In the unlikely event that there is debt against an account, the place will be cancelled until all fees have been paid. The place may be reinstated once all outstanding debts have been cleared, in agreement with a member of the leadership team, and subject to availability.

## Absence

- If your child has been booked into After School Club in advance and they are absent from school the fees are still payable.
- There will be no charge if the child misses a session due to a GIA educational trip.

## Venue

- School Club is usually based in the Main hall. Different activities are carried out in other locations within the school premises.
- If School Club is being based in a different location, such as during parent evenings, signs will be displayed informing parents of where to collect their children.

## Register and Collecting

- A register of children who attend School Club is taken at the start of each session. This register is filed in the School Club folder which is kept in the school office.
- Parents should collect their children from the main reception.
- If children are in a different location (e.g. classroom, playground) a member of staff will arrange for them to come to reception.
- Parents are required to sign the register when collecting their child. They must also inform a member of staff before leaving with their child.
- If a parent is unable to collect their child as arranged, they must call the number at the bottom of this policy immediately.
- If someone else will be collecting a child, the ASC or office staff must be informed by telephone.
- Each family must agree a password with school club, to be used by other adults collecting their child.

## Late collection

- If a child has not been collected by the end of the session, parents will be contacted in the first instance by telephone. The additional contacts parents have been provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, the police and Social Care will be informed.
- If a child is picked up late a charge of £5 will be made for every 15 minutes beyond the collection time. This will commence from the third time the child is collected late.
- We follow the Wakefield Safeguarding Children Board Policy and Procedure for Primary Age Children not collected from school at the end of the school day which could result in Children's Services involvement.

## Snacks

- Children will be provided with a healthy snack, during the session.
- Fresh drinking water is available to the children at all times.

## Activities/ Provision

- A range of activities are planned each session for the children in School Club. These may include role-play, creative, reading, cooking, computers/iPads, learning & discovery, outdoor activities, movies as well as an opportunity to complete homework.
- The age of the children is considered when planning activities to ensure they are appropriate.

## Behaviour

- Children and staff are expected to follow the School's Golden Rules and British Values whilst attending the School Club.
- The school's behaviour policy will be followed. Only in extreme cases will a child be excluded for a fixed term or permanently.

## Health & Safety

- Staff must follow the Glasshoughton Infant Academy Health and Safety, E-Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- The procedures to follow in the event of a fire or evacuation are detailed in the Fire procedures folder for After School Club.
- All staff must make themselves familiar with the above documents.
- In case of emergency (such as medical or missing child) a member of the Senior Leadership Team will be informed immediately and procedures followed.

## First Aid

- There must be a qualified first aider on site during sessions.
- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded in the accident book and a medical form will be completed. The accident will be reported to the parent/carer when collecting their child.
- Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- All staff must be made aware of the children who have Individual Health Care Plans and what they contain.

## Staffing

- All staff will adhere to the Glasshoughton Infant Staff Code of Conduct and all school policies.
- The maximum number of children will not exceed recommended ratios.
- All School club staff are DBS checked and must attend Child Protection induction and/or training. All staff must be familiar with the Glasshoughton Infant Academy Child Protection and Safeguarding Policy and related documents and be clear about how to deal with safeguarding concerns.
- Staffing arrangements are considered to meet the needs of children who have special needs.
- The club will be led by a Level 2 or higher qualified member of staff. In the event of the Leader being absent, an experienced member of staff will lead the club and a senior member of staff will remain present on the school site.

Enquiries regarding bookings and payments: 01977 516343 (School Office)

Enquiries/Contact during the session: 01977 516343 (School Office)

Ratified by Govs:

Signed HT:

Signed Chair of Govs: