



Blue Gate Fields Infant School

After school clubs

Agreed by staff
Agreed by governors

January 2019
Review January 2021

After School Club Policy

To ensure children are provided with a safe, secure and friendly environment in which they can enjoy a range of activities under the supervision of caring staff from 3.20pm until 4.15pm daily during term time.

OBJECTIVES

- To provide a welcoming, safe, secure environment for pupils after the school day from 3.20pm to 4.15pm.
- To ensure all children's needs and abilities are catered for through a range of activities.
- To employ caring supervisory staff.
- To provide a stimulating play environment for pupils.
- To provide an affordable service to parents and carers.

PROCEDURES

Booking Arrangements

- The After School Club will be open daily during term time but is closed for INSET days and statutory holidays.
- There will be a range of clubs on offer on different days of the week. Parents are asked to complete a form indicating which club(s) their child would like to attend. A separate form should be completed for each child in the family.
- For children who are not eligible for free school meals the termly charge is £12 per club, per child. If two or three siblings attend an after school club the charge is reduced.
- For children who are eligible for free school meals the charges are £10 per club for one child and for more than one sibling the charges are reduced.
- Payment in cash can be made to the After School Club Supervisor on collection or at the school office.
- Any sessions booked and paid for but not attended will not be refunded.
- Non-payment of fees may result in the withdrawal of the service to the parent/carer.

Registration

- An attendance register will be taken daily. Newcomers will be added to the register.
- The After School Club Supervisor retains the register.
- In case of an emergency where children have to be evacuated from the building, the register must be taken and children checked against it to ensure they are all present.

Collection

- Children should be collected by 4.15pm daily.
- If for any reason you cannot collect your child by 4.15pm please inform the school office on **02077903611**.
- **Failure to Collect:-**
 - If you have not informed the club that you will be late collecting your child and we cannot make contact with you by 4.45pm, the school will call the Uncollected Children's Centre which is based at St Mary and St Michael Primary School as the club is run out of school hours. It will therefore become a safeguarding issue due to non-collection.
 - The staff will also inform the Headteacher.

Staffing

There are two ASC assistants on duty depending on the number of pupils attending:-

All staff will be DBS cleared. The ratio of staff to children is 1:10.

However, depending on the club there may be a maximum of 12 children.

There will be a number of relief staff available to cover absences.

Contingency arrangements for staff absences and emergencies

If a member of staff is absent, the Club Supervisor must be notified who will arrange cover. Alternatively, if the Supervisor requires cover, she must contact the Headteacher.

ORGANISATION

- After School Club is open to all pupils of Blue Gate Fields Infant School from Reception to Year 2 from 3.20pm to 4.15pm. It is held on the school site.

- The maximum number of places available depends on the type of activity offered. For example the ICT club is capped at 20 children per session whereas a maximum of 12 children can attend clubs involving more physical activity.
- Pupils will be welcomed by the club staff who will register the children.
- A range of activities will be available for the children to participate in.
- Children are encouraged to demonstrate good behaviour throughout.
- Weather permitting, outdoor activities will be available in the school's playground for the children.
- The child's details, medical conditions, parents/carers' contact details, and additional emergency contact name, address and telephone number are kept in the school office.

Behaviour

The After School Club follows the School's Behaviour policy.

All children are expected to behave well, show respect, be polite, look after equipment and resources, be co-operative and courteous to staff and to each other.

Resources

The club will have access to a range of resources which are kept on the school site.

Communication with Parents

- Verbal communication with parents/carers collecting children.
- Parents/carers may make appointments with the Headteacher to discuss matters pertaining to the After School Club. However, please ensure that you have spoken to the club supervisor prior to any appointment being made.

Medicines

If your child is on medication, this will be given to the After School Club and stored until collected. Please advise a member of staff that you need to collect your child's medicine. A form consenting to the administration of medicine must be completed by the parent/carer.

If your child is asthmatic, please ensure that they have an accessible inhaler during After School Club. Please do not assume they will be able to access inhalers left in classrooms.

Personal Property

- All items of clothing should be clearly marked with the child's name.
- Children should not bring in any electronic devices or other valuable personal property as the club cannot accept responsibility for loss or damage to it however it may be caused.

Fire Procedures

Children and staff should exit out of the nearest accessible fire door and assemble in a line near the garden planters on the school playground. A register will then be taken to ensure all children are present.

First Aid

First aid will be provided in line with school procedures and a note issued to parents if necessary.

Risk Assessment

A risk assessment has been carried out for club and is held on site.

Confidentiality of Documents

Confidential documents are kept in the school office.

Complaints

We hope that you never have cause to complain but if you do, please follow this procedure:-

- Firstly, speak to the Club Supervisor; your concern may be quickly resolved by them.
- If you are still not satisfied, please make an appointment to speak to the Headteacher.
- If you feel a satisfactory resolution has not been achieved then please address a letter to the school governors following the School's Complaints

Procedures Policy. A copy of the policy is available on request from the school office.

This policy on the After School Club was approved by governors in January 2019 and signed by the chair of governors.

..... Chair of governors.

..... Date

It will be reviewed in January 2021