



AFTER SCHOOL CLUB POLICY

'The best for Every Child'

AIMS

To ensure children are provided with a safe, secure and friendly environment in which they can enjoy a healthy, nutritious afternoon snack under the supervision of caring staff.

OBJECTIVES

- To provide a welcoming, safe, secure environment for pupils from the end of the school day until 6pm. Last collection time is at 5:50pm.
- To enable pupils to enjoy a healthy, nutritious snack in line with the school's healthy eating policy in a pleasant, relaxed atmosphere.
- To employ caring supervisory staff.
- To provide a calm 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 closed for INSET days and statutory holidays.
- Parents and carers must book and pay in advance. Sessions are to be attended in agreement with the school and should be pre-booked.
- The charge per session, is £8 per child and subsequent siblings will be charged at a rate of £7 for the next child and £6 for any further children regardless of time of pick up. Payment (cash, cheques – made payable to Leeds City Council or child vouchers – parents should inform school of the child voucher scheme and subsequent changes to that scheme) should be made prior to attending the club at the school office. If a cheque is refused at the bank then all charges incurred by the school will be passed onto the parent.
- **Late pick up** – there will be an additional charge of £5 for every 5 minutes after 6pm for the late collection of a child(ren). Repeated late collection of children may result in withdrawal of this service.
- Non-payment of fees may result in the withdrawal of the service to the parent/carer.
- Extra sessions can be booked **subject to availability** – please contact the School Office on 0113 2253040.
- One term's notice will be given by school of any proposed variation in fees.
- One month's written notice is required if you wish to withdraw your child from the After School Club.
- It is vital you inform us if your child is not attending the club, including illness.
- If you wish to cancel a session your child is booked in for please let us know as soon as you can, so that the places can be given to other children. Please note that refunds are only available for long term absence such as illness which lasts longer than six school days.

Registration

- An attendance register will be taken daily. Newcomers will be added to 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.

Staffing

There is one Club Manager, together with Assistants on duty each day depending on number of pupils attending.

All staff will be DBS cleared. The ratio of staff to children is 1:8.

ORGANISATION

- Any child absences can be reported to the school office
- After School Club is open to all pupils of Cookridge Holy Trinity C of E (A) Primary School from Reception to Year 6 from 3.30pm to 6pm last collection is at 5.50pm. It is held in the small school hall.
- The maximum number of places available is capped at 32 on a daily basis.
- Pupils will be welcomed by the Club staff who will register the children.
- Children will have the opportunity for the first half hour of each evening session to do their homework etc – this will be a quiet time at the start of each session.
- The children will then have the opportunity to join in any of the activities laid out in the hall – or outside weather dependent
- Children will enjoy a healthy snack.
- Children are encouraged to demonstrate good table manners and behaviour throughout.
- The child's details, medical conditions, parents/carers' contact details, an additional emergency contact name, address and telephone number are kept in the school office.

Behaviour

The After School Club follows the School's Behaviour and Sanctions 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.

Children who do not behave well or do not show respect for staff or each other will have three opportunities to improve their behaviour. If, after the third time, behaviour is still an issue, the parent/carer will be informed and the child's behaviour will be monitored closely. Should behaviour continue to be a problem, the school reserves the right to withdraw the place at the After School Club for the child either temporarily or permanently.

Communication with Parents

- Verbal communication with parents/carers bringing children.
- Written notes to parents may be given to the child to hand to their parent/carer or a text message if necessary.
- Parents/carers may make appointments with the School Business Manager to discuss matters pertaining to the After School Club.

Medicines

The school would prefer that medicines are not brought into the club, however, if your child is on medication, you must hand the medicine in to the school office or After School Club Manager – if your child attends and complete the necessary documentation. Medicine can be collected at the end of the school day from The After School Club.

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 should exit out of one of the hall doors leading on to the playground and assemble in a line 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 After School Club and is held in the school office.

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 Manager; your concern may be quickly allayed by them.
- If you are still not satisfied, please make an appointment to speak to the School Business Manager or Headteacher.
- If you are still not satisfied, you will need to put your complaint in writing and address it to the school governors following the School's Complaints Procedures Policy. A copy of the policy is available on request from the school office.

COOKRIDGE HOLY TRINITY C OF E (A) AFTER SCHOOL CLUB POLICY

Please sign both parts of the form, return one to the School Office and retain one for your records.

I have read and agree to the terms detailed in the Cookridge Holy Trinity C of E (A) After School Club policy.

Parent/carer of _____ (child's name)

Signed _____ Date _____

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