

## **Mill Hill Primary School**

### **After School Club Policy**

#### **Aims:**

- To provide a happy, welcoming place at the end of the school day where all children are valued.
- To support working parents by providing an affordable childcare facility
- Be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at After School Club.

#### **Opening Times:**

Monday to Thursday 3:15pm – 5:30pm. Term-time only.

A snack will be served during the first hour. There are currently **40** places available for After School Club.

#### **INSET Days:**

After School club will not operate on staff development days

#### **Admissions:**

The club is fully inclusive for children from Reception to Year 6. Any parent/guardian with a child that has any additional or special needs should record these on the contract form. This is so that any child can be appropriately welcomed into the club.

Please note, due to the layout of the school, children are unable to bring their bikes and scooters to the club.

#### **Booking and Payment Arrangements:**

Money to be paid weekly, monthly, half termly or termly prior to the first day of attendance; you may book your child in for 1 or 2 hours each night. If you do not collect your child promptly the additional hour will be charged for.

After one week of non-payment, parents will be contacted, asking for outstanding amount. If, at the end of the second week there is still no payment and no explanation, then the child /children will not be able to attend. If the club is used in an emergency or one off basis, payment must be received the following day.

The After School Club reserves the right to prevent any child's attendance to the club, if at any time they are not acting in a disciplined and responsible manner.

The After School Club reserves the right to ask parents to withdraw their child from the club, if they, the parents, are unable to follow the procedures set out for After School Club – This includes adhering to payments/drop off times/collection times set out in the contract.

**Please note: Parents must check availability of a place, with the school office. Please do not assume a place will be available.**

**Location of After School Club:**

The Club sessions are held in the After School Club Rooms.

The equipment and foods are kept in this room. Staff ensure that all areas are left clean and tidy at the end of the club session.

**Behaviour:**

The School Policy and Rules with regard to behaviour are followed to ensure consistency for the children at the club.

If a child continually behaves badly, the school reserves the right to withdraw the place.

**Communication with Parents:**

Occasionally, After School Club will feature in the School's termly newsletter.

Letters or texts will be sent home at the end of the school day regarding After School Club, if parents need to be informed of anything.

**Staffing:**

After School Club is supervised by:

Mrs Wright—After School Club lead

Mrs Avery— After School Club assistant

Mrs Bailey- Teaching Assistant

Mrs Richardson- Teaching Assistant

They work together to ensure that the children have activities to occupy them and that they are playing safely. They organise the cleaning of all of the equipment required to run the After School club and prepare the food.

In addition to After School Club staff, other school staff members are on site until 5:00pm.

Staff levels may fluctuate to meet current needs. If a staff member is absent, Mrs Middleton or Mr Marshall will arrange any necessary cover.

All staff have a CRB check. All staff are trained in Basic Food Hygiene and hold the

relevant certificate. Staff are identified by a lanyard with their photo and name.

Our staff: child ratio is 1:10.

**Routine:**

- Children will be collected from their classes at the end of the school day (K.S 1- 3:15p.m, K.S.2 3:20p.m)Children will be registered on entry.
- Staff will prepare their snack.
- During their time at the club, they will have the choice of activities in which they may participate.
- Children will use the Y6 school toilets.
- Children will help tidy up equipment at the end of the club.
- Children must be collected, by an adult, from the After School Club external door.

**Resources:**

After School Club has its own supply of craft resources, games and tableware. This is kept in the After School Club Rooms where the club takes place. All electrical equipment is PAT tested annually.

**Parental and Pupil Feedback:**

The school values any parental or pupil opinions and welcome feedback about how the club is run. Please talk to staff or make an appointment to speak to the Head Teacher.

**Complaints Procedure:**

All complaints, by a parent regarding the After School Club, will follow the school complaints procedure.

**Cancellations:**

Cancellations would be due to school closure due to adverse weather conditions, problems with the building, for example: no heating or water supplies, or unforeseen circumstances.

In the event of a cancellation:

- A member of school staff will endeavour to contact individuals by text or phone as early as possible.

- School closures are reported locally on SUN FM radio.

### **Snacks:**

Our selection of food aims to be a healthy balance.

Children have the choice whether to have food or not, although they are encouraged to do so. The contract form will detail any specific requirements a child has.

The school abides by the guidelines set by the School Food Trust. Further information regarding the Schools Food Trust can be found at [www.schoolfoodtrust.org.uk](http://www.schoolfoodtrust.org.uk).

### **Activities:**

Each child is encouraged to make their own choices regarding the activities they participate in. After School Club offers structured activities as well as free choice. Weekly

programmes of activities may include:

- Art and craft activities
- Cooking
- Games in the sports hall/ outside on the field
- Construction and Lego toys
- Board games
- Cinema
- ICT games

### **Emergencies:**

As part of the contract form, parents will be asked to complete emergency contact numbers to enable After School Club staff to contact them in the case of emergency. Parents can telephone the After School Club mobile number or the school office in case of emergency.

### **Fire Procedures:**

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's playground in a line.

The club's register for the day will be called and all names will be checked.

There will be a fire practice in accordance with the School's emergency fire and evacuation policy

**Health and Safety:**

After School club is run by the school and the existing Health and Safety Policies will be followed. The After School Club Room will be checked regularly by staff to ensure the safety of the children.

**Equal Opportunities:**

After School Club will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. All children and their families will be treated with equal concern and value.

**Safeguarding:**

In accordance with Safeguarding arrangements, all staff involved in the running of the After School Club will have current CRB clearance. These records are held in the school office. Staff will follow existing school policies and procedures for child protection and the code of conduct.

**Policies and Procedures:**

After School Club will follow the school's own policies and procedures and these are available from the school office.

**Accidents:**

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book. After School club will follow the school's first aid policy.

**Medication:**

Inhalers are kept in the medical room. If a child needs their inhaler, then a member of staff

will escort them to the medical room to observe that the medication has been taken correctly. Other medication will be administered according to the existing school policy on medication.

**Policy Review:**

This policy will be reviewed and evaluated regularly by the School's Senior Leadership Team.

Signed:

Chair Of Governors:

Signed:

Head Teacher

September 2018