



PARKSIDE COMMUNITY PRIMARY SCHOOL

After School Club Policy

Purpose of the policy

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

Aims

Through our After 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

- After School Club runs during term time Mon-Fri, starting at the end of the school day and closing at 6:00pm.
- After School Club will not run on the last day of each term.
- Places are allocated on a first come first serve basis.
- The club is open to all children from Reception to Year 6.
- Reception children will be escorted to the club at the end of the school day.
- KS1 and KS2 children will make their own way to the club at the end of the school day, unless there is a need for an adult to accompany them.

Fees

The following fees apply per session

3.15pm – 4.30pm £6.00

4.15pm – 6.00pm £6.00

3.15pm – 6.00pm £8.50

A discount of 10% will be applied for siblings

A reduced price of £7.50 will be charged if you collect your child by 5.30pm

A late charge of £10 will be made for every 5 minutes beyond the collection time of 6pm. This will commence from the second time the child is collected late.

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 must be given before a child can attend the club.
- Regular slots should be booked one 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, with at least one full week's notice and fees must be paid at the time of booking.
- Confirmation of a place will be given verbally.
- 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 School Gateway.

- 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 the School Business Officer.
- 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 the Headteacher, 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 Parkside educational or residential trip.

Venue

- After School Club is usually based in the Dining hall. Different activities are carried out in other locations within the school premises.
- If After School Club is being based in a different location, such as during parent evenings, parents/carers will be informed via the school text messaging service.

Register and Collecting

- A register of children who attend After School Club is taken at the start of each session. This register is filed in the After School Club folder which is kept in the school office.
- Parents should collect their children from the Breakfast/After School Club door via the pedestrian gate on Aycliffe Road.
- If children are in a different location (e.g. Library, playground) a member of staff will arrange for them to come to the Dining hall.
- 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.
- Only adults named on the after school club contract will be able to collect your child. Your child will not be released to anyone under the age of 16.

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, Childrens Schools and Families will be telephoned.
- If a child is picked up late a charge of £10 will be made for every 5 minutes beyond the collection time of 6pm. This will commence from the second time the child is collected late.

Snacks

- There will be time for children to eat a healthy snack, which will be provided.
- 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 After 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 are considered when planning activities to ensure they are appropriate.

Behaviour

- 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 Parkside 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 relevant class accident book and a green card will be given to the child to take home.
- 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 Parkside Staff Code of Conduct and all school policies.
- The maximum number of children will not exceed a ratio of 1 adult to 15 children 1:15
- All After School club staff are DBS checked and must attend Child Protection induction and/or training. All staff must be familiar with the Parkside Child Protection and related documents and be clear about how to deal with safeguarding concerns.

Enquiries regarding bookings and payments: 020 8387300 (School Office)

Enquiries/Contact during the session: 07852996807 (After School Club Mobile)