



COAST  
ACADEMIES

## AFTER SCHOOL CLUB POLICY

### ADMISSION

The After-School Club runs from 3.15 – 6.00 p.m. Monday to Friday, term time only (except on planned Non-Pupil days or days when school has been unexpectedly closed e.g. for snow, when the Club will not run). The club is open to all pupils in Reception up to Year 6. Sessions can only be booked for children in the nurseries at the Head of School's discretion. Please see the office for further details.

It is the responsibility of the parent /carers to ensure that the school office is informed of up to date contact details at all times.

### LOCATION

The After-School Club is housed in the KS1 building of the school, in the space used by Breakfast Club. This wing of the school is self-contained. However, weather permitting the After-School Club will use the hall or outside spaces, including the Wild For Learning/Sensory gardens.

Collection by parents is from the door signposted 'After School Club' and ringing the bell. This door is located in the KS1 building, on the side facing the grass area. The team may also be contacted directly by phone. **07376 595907.**

### UNCOLLECTED CHILDREN/LATE PICK-UPS

Children who have not been picked up at the end of the normal school day (3:20pm for Reception/KS1 and 3:25pm for KS2) will automatically be put into the After-School Club at 3:45pm. After this time, any family that has not collected their child will be invoiced the full ad-hoc session price of £8.50 per child.

Please be prompt when picking up your child from the After-School Club, as we reserve the right to bill parents/carers with an additional penalty charge of £7.50 for each child who is not collected by the 6.00pm pick-up time. If a child is uncollected, staff will use the contact names and numbers provided by the parent/carer. If the parent/carer is aware of a reason why collection may be delayed they can ring the After-School Club team on **07376 595907.**

***If all means of contact are exhausted and a child remains uncollected and in order to safeguard the child, we will contact the Torbay Children's Services Safeguarding Hub.***

Parents/Carers who are persistently late when collecting their child after the 6.00pm finish time will have their child's place withdrawn from the Club.

### BEHAVIOUR PROTOCOL

- The club recognises the importance of positive and effective behaviour management strategies in promoting children's welfare and enjoyment. Whilst attending the After-School Club the children will be expected to behave in the same manner as during the rest of the school day, i.e. in accordance with the School's Behaviour Policy.
- In addition, staff and children will work together to establish a clear set of "ground rules" governing behaviour in the After-School Club. These rules will be periodically reviewed so that new children have a say in how the rules of the Club operate.
- In the event of negative behaviour occurring, staff will explain to the child why their behaviour is unacceptable and the consequences of any further such incidents.
- Wherever possible, staff will also try to discuss concerns with parents at the earliest possible opportunity.
- Negative behaviour will be recorded on the school management system, in line with the school behaviour policy.
- **Unacceptable behaviour from a child may result in their place being withdrawn from the Club.**

The After School Club will adhere to all School Policies:- [www.coastacademies.org.uk/page/?pid=17](http://www.coastacademies.org.uk/page/?pid=17)

#### STAFF TRAINING

There will always be a trained First Aider on site. All staff have received Safeguarding and preventing extremism and radicalisation training.

#### PAYMENT OF FEES

Statement of Intent: We aim to ensure that we offer our services to all sections of our community, regardless of their socio-economic background. A proportion of childcare costs can be claimed back as part of a family's Working Tax Credits. Sodexo and Edenred Childcare vouchers will also be accepted.

In order to achieve this aim, the After-School Club operates the following policy:

- We plan to open our doors for the full 38 week academic year for five sessions per week (except on planned Non Pupil days when the Club will not run).
- Our After-School Club will begin at 3.15 p.m. and end at 6.00 p.m.

#### SESSIONAL COSTS

Sessions are priced at £7.50 per child and must be booked online and in advance. Please be aware that places for the club are limited, therefore we advise making bookings as far in advance as possible.

- Log on to **www.schoolmoney.co.uk**
- Click **Sign In** then select **School Money Parent Login** from the drop down menu.
- Enter your details (these details must match those on the school records).
- Select the **Clubs** option from the green list on the left hand side of the screen.
- Select the club and week you wish to book in sessions. Choose the sessions then **Add to Basket**.
- Payment must be made at the time of booking.
- Entry to the club will be refused if sessions have not been booked and paid for in advance.
- We reserve the right to review and, if necessary revise, session costs on a termly basis.
- If sufficient places have not been booked to maintain the financial viability of the setting, we reserve the right to close the Breakfast Club until the beginning of the following term.

#### ABSENCES

- We cannot refund sessions a child has missed.
- When a session is booked it is held open for that child whether or not they then attend.
- Sessions will remain changeable unless written notice is given. If circumstances require sessions to be cancelled during a half-term then please speak to the school office.