



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 when the Club will not run).

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

LOCATION

The After School Club is housed at the front of the school in the space used by The Nest and the school library. This wing of the school is self-contained. However, weather permitting the After School Club will use the hall or outside spaces, including the woodland camp.

Collection by parents is from the door signposted 'After School Club' and ringing the bell. This door is located on your right hand side as you approach the main entrance.

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 Management 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.
- Persistent unacceptable behaviour from a child may result in the parents being requested to withdraw their child from the Club.

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

UNCOLLECTED CHILDREN

Children need to be collected by the finishing time of 6.00 p.m. at the latest. 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 **07597320725**.

If all means of contact are exhausted and a child remains uncollected, in order to safeguard the child we will contact the 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.

NB – Any children attending school who have not been picked up at the end of the normal school day 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 session cost of £8.50.

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', EdenRed and Computershare Childcare vouchers will also be accepted.

METHODS

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

We expect parents/carers to book and pay for sessions using the online system. The fee will cover the whole session regardless of the time of the child's/children's pick up.

- Booking and Payment is made through our school money site www.eduspot.co.uk using the schoolmoney parent log in.
- Each pre-booked session will cost £8.50 and payment is required on booking, which is available up until midnight the day before.
- Your child can attend after going to an after school activity ie multi sports /dodgeball, the same session charge of £8.50 will apply. Our teaching staff will hand them over to the after school club team.
- We will be unable to accommodate children turning up ad hoc on the day.
- 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 After School Club until the beginning of the following term.

FORM COMPLETION

- Parents/carers will be asked to complete all the registration documents prior to their child attending the setting, these forms are available from the school office.

ABSENCES

- We cannot refund sessions a child has missed due to illness and holidays.
- When a session is booked it is held open for that child whether or not they then attend.

CANCELLATION OF SESSIONS

- Sessions will remain unchangeable unless written notice is given. If circumstances require sessions to be cancelled during a half term then please speak to the school office.

STAFF TRAINING

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