

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 5:45pm.
- After School Club will close at 5:45pm on the penultimate day of each term.
- All spaces are subject to availability based on ratios.
- Places are allocated on a first come first serve basis.
- Children can be collected at any time during the hours the club runs.
- The club is open to all children from Reception (once full time) to Year 6.
- Reception & KS1 children will be escorted to the club at the end of the school day.
- 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.

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 and password must be given before a child can attend the club.
- To ensure a place the required day(s) must be reserved and paid for whether or not they are used (unless the child is absent from school due to illness or on a school trip).
- Fees should be paid no less than a week in advance.
- Places are set until cancelled.
- One-off slots can be booked, if space is available, with at least one full week's notice and fees must be made at the time of booking. Any empty places will be available for 'on the day' bookings.
- 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.
- Waiting lists will be run for over-subscribed days.
- Fees must be paid through Parent Pay.
- Some concessions may be available. A meeting can be arranged to discuss this.
- 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 parents/carers to arrange immediate collection.
- If a parent is experiencing difficulty with payment of their fees, they should contact a member of the leadership team as soon as possible.
- In the unlikely event that there is debt against the school, the place will not be given or will be cancelled until all fees have been paid. The place may be reinstated once all outstanding debts have been cleared, in agreement with a member of the headship team, and subject to availability.

- The After School Club falls under the cover of Lavender Primary School's Debt Collection Policy.

Absence

- If your child does not attend a session the full amount will still be charged. If your child is not in school due to illness you will not be charged if you have provided the school with adequate proof.
- There will be no charge if the child misses a session due to a Lavender educational or residential trip.

Venue

- After School Club is based in its own dedicated area, which has access to both the yellow hall, school field. Different activities may be carried out in other locations within the school premises.
- Should the After School Club need to be based in a different location, signs will be displayed informing parents/carers of where to collect their children.

Register and Collecting

- A register of children who attend After School Club is taken at the start of each session, usually in the yellow hall. This register is filed in the After School Club folder which is kept in the school office.
- Parents will collect their child(ren) from the ASC gate by using the ASC buzzer, located at the nursery entrance. A member of staff will escort the children to the gate.
- Staff will record who collected each child on the register.
- If a parent is unable to collect their child as arranged, they must call the number at the bottom of this policy immediately.
- If someone else will be collecting a child, the ASC or office staff must be informed by telephone.
- Each family must agree a password with after school club, to be used by other adults collecting their child.

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, the police and Social Care will be informed.
- Staff will follow and record late collections as per the school's late collection policy.
- If a child is picked up late a charge of £5 will be made for every 15 minutes beyond the collection time. This will commence from the third time the child is collected late.
- We follow the Enfield Safeguarding Children Board Policy and Procedure for Primary Age Children not collected from school at the end of the school day which could result in Children's Services involvement.

Snacks

- There will be time for children to eat a healthy snack, which they should bring with them, during the registration period at the beginning of the session.
- Fresh drinking water is available to the children at all times. No fizzy drinks, glass bottles or snacks containing nuts should be sent in.

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

- Children and staff are expected to follow the School's Core Values and British Values whilst attending the After School Club.
- 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 Lavender 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 After School Club's accident book and a medical form will be completed. The accident will be reported to the parent/carer when collecting their child.
- 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 Lavender Staff Code of Conduct and all school policies.
- The maximum number of children will not exceed a ratio of 1 adult to 18 children (1:18) where possible.
- All After School club staff are DBS checked and must attend Child Protection induction and/or training. All staff must be familiar with the Lavender Child Protection and Safeguarding Policy and related documents and be clear about how to deal with safeguarding concerns.
- Staffing arrangements are considered to meet the needs of children who have special needs.
- The club will be led by a Level 3 or equivalent, or higher qualified member of staff. In the event of the Leader being absent, an experienced member of staff will lead the club and a senior member of staff will remain present on the school site.

Enquiries regarding bookings and payments: 020 8363 1058 (School Office)

Enquiries/Contact during the session: 07516 937565 (After School Club Leader)

Ratified by Govs:

Signed HT:

Signed Chair of Govs: