



St Paul's Church of England Primary School

# Before and After School Club Policy

*Fountain of Life*

*Overflowing generosity Recognise*

*& Illuminate*

*Way of Life*

*All God's Children*

*Reaching out to others*

*Devotion to each other and God*

*For with you is the Fountain of life; **in your light we see light.** (Psalm 36 vs9)*

*Inspired by God's love for us, we illuminate the goodness in others, we care for and protect His children and reach out to help others flourish in their journey to the fullness of life.*



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## 1 Introduction

1.1 Many of our children attend before and after school club at St Paul's Nursery (see St Paul's Nursery policy.) Children are brought to school by the nursery staff in the morning and are collected from the school hall at the end of the day. If children attend an after school club the nursery staff collect these children from the appropriate location as arranged by the adult lead. These arrangements are to be made by parents directly with the nursery staff.

## 2 Purpose of the policy



**2.1 To describe how the school delivers a Before and After School Club service which is affordable, sustainable and of quality.**

### **3 Aims**

**3.1 Through our After School Sports Club we intend to:**

- 3.1.1 Provide opportunities for fun, enjoyment and learning through a range of different activities.
- 3.1.2 Learn new skills and embed previously learnt skills.
- 3.1.3 Encourage children to work as a team, develop friendships between age groups and work together cooperatively.
- 3.1.4 Provide a rich and encourage children with a variety of activities and sports.

### **4 Hours**

- 4.1.1 After School Clubs run during term time Monday to Friday, starting at the end of the school day and finishing between 4:00pm and 4:30pm (Please see specific club letters).
- 4.1.2 After School Clubs will not run on the last week of each term or during Parents Evening week.
- 4.1.3 All spaces are subject to availability based on ratios.
- 4.1.4 Places are allocated on a first come first serve basis. Children may be added to a waiting list.
- 4.1.5 Reception & KS1 children will be escorted to the club at the end of the school day.
- 4.1.6 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**

**4.2 Registration letters will be sent out and available from the school office. These must be completed prior to a child starting at the club.**

**4.3 Two emergency contact names and numbers must be given before a child can attend the club.**

**4.4 Confirmation of a place will be given by a letter.**



4.5 If the club is cancelled a text will be sent out to parents by the school office and children will be informed by their teachers.

4.6 Should you no longer wish your child to attend After School Club, you must let the school office or the adult leading the club know ASAP.

## 5 Absence

5.1 If your child will not be attending a club please let the adult leading the club know or phone the school office.

## 6 Venue

6.1 After School Clubs are usually held within St Paul's grounds. This could be the hall, playing field or playground.

6.2 Parents should collect their children from allocated pick up point, this may be the bell tower or the studio doors see letter for specific details.

## 7 Register and Collecting

7.1 A register of children who attend After School Club is taken at the start of each session. This register is kept in the After School Club area in the school office.

7.2 Parents should collect their children from allocated pick up point, this may be the bell tower or the studio doors (see letter for specific details).

7.3 If a parent is unable to collect their child as arranged, they must call the school office to arrange alternate collections.

7.4 If someone else will be collecting a child, the adult leading or office staff must be informed by telephone.



## 8 Late collection

- 8.1 If a child has not been collected at the required time a member of the Senior Leadership Team will be informed immediately and procedures followed.
- 8.2 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 60 minutes, the DSL must be informed.

## 9 Activities

- 9.1 A range of activities are planned each session for the children in After School Club. These may include role-play, creative, dancing, learning & discovery, outdoor activities and a range of physical activity.
- 9.2 The age of the children is considered when planning activities to ensure they are appropriate.

## 10 Behaviour

- 10.1 Children and staff are expected to follow the School's Core Values and British Values whilst attending the After School Club.
- 10.2 The school's behaviour policy will be followed.

## 11 Health & Safety

- 11.1 Staff must follow the St Paul's Health and Safety, E-Safety, Safeguarding Policies and related documents to ensure the safety of all children.



- 11.2 The procedures to follow in the event of a fire or evacuation are detailed in the Fire procedures folder for After School Club.
- 11.3 All staff must make themselves familiar with the above documents.
- 11.4 In case of emergency (such as medical or missing child) a member of the Senior Leadership Team will be informed immediately and procedures followed.

## 12 First Aid

- 12.1 There must be a qualified first aider on site during sessions.
- 12.2 A first aid kit will be taken outside when children participate in outdoor activities.
- 12.3 In the event of an accidents a medical form will be completed. The accident will be reported to the parent/carer when collecting their child.
- 12.4 Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- 12.5 All staff must be made aware of the children who have Individual Health Care Plans and what they contain.

## 13 Staffing

- 13.1 All staff will adhere to the St Paul's Staff Code of Conduct and all school policies.
- 13.3 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.
- 13.4 The club will be led by a Level 3 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.