

St. Peter's C of E Primary & Nursery School



After School Club Policy

Spring 2024

Policy updated: January 2024

Policy to be reviewed: January 2026

This policy was formulated to meet the requirements of the Equality Act 2010 and the Keeping Children Safe in Education document 2022.

St. Peter's Vision

At St Peter's C of E Primary School, the growth and development of children and adults is central to everything we do. As a church school, we aim to serve and take care of our community by providing an education which inspires every child to be the best they can be. This is within a framework which is rooted in distinctive Christian beliefs and values whilst embracing diversity, respecting other faiths and worshipping together. We encourage an understanding of the meaning and significance of faith and promote Christian values through the experiences we offer to all our school community.

Equality, Diversity and Inclusion statement

St Peter's C of E Primary & Nursery School is committed to valuing diversity by providing equality of opportunity and anti-discriminatory practice for all children and families. We also value our staff and are committed to good employment practice.

St Peter's C of E Primary & Nursery School seeks to ensure that no member of the school community, or any person through their contact with the school, will receive less favourable treatment on the grounds of a protected characteristic. These include: race, colour, nationality, ethnic or national origin, religion or belief, gender, marital status, responsibility for children or other dependents, disability, sexual orientation, gender reassignment, age, trade union or political activities, socio-economic background, living situation, or spent convictions.

In this we include all members of the extended school community – pupils, staff, Governors, Parents / carers and others from our local community. Partners, contractors and other visitors to the school are also expected to adhere to this policy.

Aims:

- To provide a happy, welcoming place at the end of the school day where all children are valued.
- To support working parents by providing an affordable childcare facility
- Be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at the After School Club.

Opening Times

Monday to Thursday 3:30 pm – 6 pm. Term time only

Friday 3:30 pm – 5 pm. Term time only

The After School Club will not operate on staff development days (INSET)

Admissions

The club is fully inclusive for children from Foundation Stage One (nursery) to Year 6.

Any parent/guardian with a child that has any additional or special needs should record these on the membership form. This is so that any child can be appropriately welcomed into the club.

Booking and Payment Arrangements

- Children should be registered for the After School Club with the school office.
- Full payment will be required for any places booked, whether children attend or not. This is to ensure that places are not taken up by non-attenders.
- Fees should be paid using the SchoolMoney app.

Money to be paid half termly or termly by the first day of attendance. Fees will still be charged for absences unless the club is closed.

Extra children will only be admitted if the After School Club has the capacity to do so.

The After School Club reserves the right to prevent any child's attendance to the club if at any time, they are not acting in a disciplined and responsible manner. Fees in this case will not be refunded.

We also reserve the right to cancel the After School Club, where numbers are insufficient; fees in this case would be refunded.

Staffing

The After School Club is run by Eva Tremelling. Anita Turner assists Eva on Thursday afternoons and other days when numbers exceed 15, until 4:30 pm.

Our staff to child ratio is 1:15. This ratio is 1:8 if Nursery aged children attend the After School Club. Staff levels may fluctuate to meet needs.

Eva Tremelling is pediatric first aid trained; has a Level 2 Food and Hygiene qualification and has been DBS checked. Anita Turner has a pediatric First Aid and a Manual Handling Qualification.

The After School Club leader ensures that the children have activities to occupy themselves with and that they are playing safely. She also plays indoor and outdoor (weather permitting) games with the children. She organises the cleaning of all of the equipment required to run the After School Club and prepares the food for tea. This includes a light meal such as pizza, beans on toast etc.

In the event of Eva Tremelling being ill, another member of staff will run the after school club. Staff are identified by a lanyard with their photo and name.

Location of the After School Club

The Club sessions are held in the school hall. The school's kitchen area is used to wash tableware.

Equipment and food are kept in the storage cupboard in the hall. This is also where the fridge, the toaster and the microwave are located.

Staff ensure that all areas are left clean and tidy at the end of the club session. Tables and chairs are sanitized.

Behaviour

The school Behaviour Policy, 'Take Care' and 'Beyond Expectation' attitudes are followed to ensure consistency for the children at the club. If a child continually behaves badly, the school reserves the right to withdraw the place.

Communication with Parents

Occasionally, the After School Club will feature in the School's termly newsletter. Letters or texts are sent home regarding the After School Club, if parents need to be informed of anything.

Routine

- Children should enter the After School Club via their classroom door into the hall. EYFS children are led from the FS Unit through the front door of the school by Mary Brason.
- All hot food will be prepared by an adult. Cold food such as sandwiches will be prepared by the children to encourage independence.
- Once the children have eaten, they will clear their own cup and plate away from the eating tables and put them in the washing up bowl ready to be washed up by a member of staff.
- During their time at the club, the children will have a choice of activities in which they may wish to participate.
- Children will use the disabled toilet in the front entrance during After School Club hours.
- Nursery aged children will be accompanied to the toilet by an adult.
- When collecting their children, parents will ring the school doorbell and wait for their children in the front entrance of the school.

Resources

The After School Club has its own supply of craft resources, games and tableware. These are kept in the cupboards in the school hall.

All electrical equipment is PAT tested annually.

Parental and Pupil Feedback

The school values any parental or pupil opinions and welcome feedback about how the club is run. Parents should talk to staff or make an appointment to speak to the Head teacher if they have any questions or concerns relating to the After School Club.

Complaints Procedure

All complaints in writing by a parent regarding the After School Club will follow the School Complaints Procedure. This can be found on the school website in the Key Information section or a hard copy is available from the school office.

Cancellation

Cancellation of the After School Club may occur due to school closure e.g. adverse weather conditions or problems with the building, for example: no heating or water supplies, or

unforeseen circumstances. In the event of the cancellation of the After School Club, a member of school staff will attempt to notify families between 7 and 7:30 am via the school text service if we are aware of the problem before the start of the school day. Otherwise, the school will notify parents as soon as possible.

After School Club Menu

A light tea is provided such as pizza, hot dogs, beans on toast etc.

The After School Club registration form will detail any specific dietary requirements a child has. The school abides by the guidelines set by the School Food Trust. Further information regarding the Schools Food Trust can be found at www.schoolfoodtrust.org.uk.

Activities

Each child is encouraged to make their own choices regarding the activities they choose to participate in. The After School Club offers structured activities as well as free choice.

Emergencies

As part of the membership form, parents are asked to complete an emergency contact numbers form to enable After School Club staff to contact them, in the case of an emergency.

Fire Procedures

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. This will probably be through the front door of the school, depending on the location of the fire. The children will congregate on the school's playground in a line. This should be adjacent to the boundary wall at the front of the school. The club's register will be called and all names will be checked. There will be a fire practice in accordance with the school's emergency fire and evacuation policy.

Safety & School Policies

The After School Club will follow the school's Health & Safety and procedures. A risk assessment for the After School Club can be found on the school website within the Key Information section, or as a hard copy from the School Office.

Health and Safety

The After School Club is run by the school and the existing Health and Safety Policy will be followed. This can be found on the school website within the Key Information section, or as a hard copy from the School Office.

The hall area will be checked regularly by staff to ensure the safety of the children and staff.

Safeguarding

In accordance with the school's Whole School Child Protection Policy, all staff involved in the running of the After School Club will have current DBS clearance. These records are held on

the school's online Single Central Record. After School Club staff will follow existing school policies and procedures for safeguarding and the Employee Code of Conduct.

Risk assessment

A separate risk assessment has been completed for the After School Club sessions and activities.

Accidents

Accidents will be treated by a trained first aider and the accident will be recorded on the Scholar Pack system. The After School Club will follow the school's First Aid policy.

Medication

Inhalers are kept in the classrooms. If a child needs their inhaler, then a member of staff will escort them to their classroom to observe that the medication has been taken correctly. Other medication will be administered according to the school's policy on medication.