



Policy: After-School Club

Adopted by Governing Body on	March 2024
Headteacher	Louise Jones
Date of Review	March 2025

After-School Club Policy

The After-School Club operates under the umbrella of Deepcar Primary Partnership and fully adopts all policies and procedures currently in place at Deepcar St John's CE Junior School and Royd Nursery Infant School. These policies can be found on the school website.

Aims

- To provide an affordable child care facility for parents each evening after school.
- To provide a safe, welcoming and secure environment for children.
- To provide a calm environment in which children can access a range of fun, enjoyable and educational activities.
- Encourage children to develop friendships between age groups and work together cooperatively.
- To provide a healthy, nutritious snack for pupils.

Hours

- After-School Club runs during term time Monday to Friday, starting at the end of the school day and closing at 6pm.
- Children can be collected at any time during the hours the club runs.
- The club is open to all children from aged 2 to Year 6. This will be under termly review.
- Reception & KS1 children will be escorted to the club at the end of the school day through the indoor corridors.
- KS2 children will be collected at 3.15pm from the gates at St John's and brought to Royd Nursey Infant provision.
- The children must be collected by parents/carers from the club by 6.00pm.

Venue

- After-School Club is based in a spare classroom (class 6). Different activities may be carried out in other locations within the school premises such as the computing room, playground or hall.

Staffing

- The school operates a 1:15 staffing ratio for After-School Club (1:5 for 2-year olds, 1:10 for children under 5 years old) all staff hold fully updated DBS and safeguarding checks.
- After-School Club staff have completed the Emergency First Aid training.
- All staff will adhere to the staff Code of Conduct and all school policies.
- The club will be led by a Level 3 or equivalent, or higher qualified member of staff.

Booking

- There are two ways to book After-School Club – pre-booking and emergency booking. There is an additional charge of £1 for bookings made with less than 24 hours' notice.
- All spaces are subject to availability based on ratios.
- Places are allocated on a first come first serve basis
- Parents will need to pay through ParentPay, on an ongoing basis for pre-booked sessions.
- Pre-booked sessions will be booked in advance using the After-School Club Booking Form. Booking forms can be found on the school website and at the school office. **Please note that due to staffing requirements we are unable to accept bookings after 2.30pm on the day of the booking.**

Fees and costs

The following prices apply to After-School Club sessions

Pre-booked sessions

3.30 - 4.00 pm	£5.00
3.30 - 5.00 pm	£9.00
3.30 - 6.00 pm	£13.00

- For emergency sessions (within 24 hours) there will be an additional £1 charge on each time slot listed above.
- Children joining the After-School Club after attending an extracurricular club at the school will need to pay the difference up to the collection time from extracurricular club.

Ad-Hoc Bookings can be made by contacting the school office and payments for After-School Club sessions will be made through the Parent Pay system.

Registration

- Reception, Y1 & Y2 children will be collected from their classrooms and walked around to class 6.
- Children in Y3, 4, 5 & 6 will be collected by a staff member and brought to the provision at Royd.
- A register of children who attend After-School Club is taken at the start of each session.
- Parents will collect their child(ren) from the After-School Club classroom by using the top black gate, following the path to the right and through the blue gate.
- An adult will need to sign and time the collection.
- If someone else will be collecting a child, the After-School Club 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.

Cancellation

- All pre-booked sessions will be charged in full - refunds will not be made for none attendance.
- After-School Club operates a four-week cancellation notice. Any cancellations made with less than four weeks' notice will still be charged in full.

Absence

- There will be no charge if the child misses a session due to an educational or residential trip.
- Please can parents notify the club, if for any reason, their child will not be attending a pre-booked session.

School Closure

- If school is closed or has to close early, After-School Club will not run. Refunds on these occasions will be given.

Snacks

- The After-School Club operates a healthy menu policy.
- Typical foods available during After-School Club include: fruit juice/ water, toast/crumpets, bread/crackers, fruit and yoghurts
- Dietary needs and allergies can be catered for if we are given prior notification. All dietary requirements should be discussed with staff at the time of booking.

Activities and Resources

- 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, and movies.
- Resources are stored in the stock room and are subject to the school's Health and Safety monitoring and PAT electrical testing.
- The age of the children are considered when planning activities to ensure they are appropriate.

Safeguarding and health and safety

- A separate risk assessment is completed for the use of After-School Club each year.
- The school's fire procedures are fully adopted by After-School Club. Copies of the fire emergency evacuation plan are displayed in the main entrance to school, classrooms and in the dining room. The fire assembly point is on the school playground.
- Staff must follow the school Health and Safety, E-Safety, Safeguarding Policies and related documents to ensure the safety of all children.

Behaviour

- Children and staff are expected to follow the School's Core Values and British Values whilst attending the After-School Club.

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.

Complaints

- Any complaints should be made in writing to the Head Teacher.

After-School Club Registration Form

Please complete and return to school

Child's Name	
Date of Birth	
Year Group in School	
Allergies	
Dietary Requirements	
Other medical information	
Emergency Contact 1.	
Emergency Contact 2.	
Email contact(s)	

All children will be registered into the club when they arrive from their classrooms at 3.15pm. I understand it is my responsibility to inform the After-School Club if my child is not attending the club for any reason. I or a designated collector will sign my child/children out of After School Club on collection. Children should be collected from After School Club by 6pm at the latest.

Signature: _____

Date: _____

AFTER SCHOOL CLUB COLLECTION PERMISSION FORM

(From 2-year olds through to Year 6)

Child's Name -

The following people are allowed to collect my child from After School Club. I will inform After-School Club before 3.00pm on any day if one of the below will be collecting my child/children.

NAME	RELATIONSHIP TO CHILD	DATE	SIGNATURE OF PARENT

Password to be given on collection.....

This password must be known to all adults on the above list, who will be collecting your child from After-School Club.