



Lyncrest Primary After School Club Policy

RATIONALE

At the heart of our ambition for Lyncrest Primary School is our commitment to providing the very best for all children to enjoy and achieve. This includes having the widest possible range of opportunities both within and beyond the curriculum. We offer extra-curricular opportunities through various types of activities. Activities are designed to be fun and cater for a wide variety of interests.

AIMS AND OBJECTIVES

Participation in clubs:

- Enables children to sample and enjoy a range of activities and pursuits.
- Enables children to experience activities that they may not otherwise encounter, and acquire and develop new and existing skills.
- Helps build confidence, well-being and creativity.
- Encourages children to develop friendships between age groups and work together co-operatively.

WHO DELIVERS OUR CLUBS?

After School club is delivered by members of staff throughout the school who have a passion for providing fun and exciting activities who are very generously offering their time, after school.

GENERAL PROCEDURES

Our Administrator is responsible for managing the After-school Club service and works closely with our Headteacher. This allows us to run an efficient, sustainable, relevant, fun and high quality After-school Club service.

Organisation of Club

- After-school club is split into two sessions, first half session run from 3.15 to 4.30 and the second half session runs from 4.30-5.30.

- After School Club sessions run daily each term.

Requesting a Club Place

Requests for a place at a club are made by completing and returning a Clubs Booking Form to the School Office with the correct funds attached. Completed request forms should be returned to the School Office by the penultimate school day at the very latest as this will allow us to confirm your child's place and enable us all to start the next club session fully prepared to have fun.

Registration

A member of the afterschool club team will collect each child for after school club from their individual classrooms. A register is then taken by a staff member of club at the start of each session. If a child is absent but the club leader has not been reliably informed, the club leader will notify the School Office (with the register) and office staff will attempt to contact a parent by phone, to confirm the whereabouts of the child.

Absences

Parents are requested to inform the school in advance if their child will not be attending a session previously booked onto. This can be done either by sending a note via the child to their teacher or by phoning the School Office.

Collection of Children from Club

- Parents/Carers should ensure they collect their children promptly at the end of after-school club from the assigned entrance and ensure that they sign the child/children out.
- Children who are not collected on time will be taken to the school office.
- If children are routinely collected late from club, parents will be contacted to discuss the situation. **If over the course of a term, children are collected late three times, a fine of £10.00 will be incurred and charged.**

Charges for Clubs

- The cost of clubs is kept to a minimum to ensure access for all children.
- Any parent who would like their child to attend a club but is unable to meet the financial cost can approach the school who will then consider their request sympathetically and may be able to offer support.
- Any payments made for After-school club should be paid prior to the commencement of the club using the School Money website (further details of this can be found at the school office) up to midnight on the day before the club is needed to be accessed. In exceptional circumstances the office will accept cash.

Behaviour

We expect all children to behave in an appropriate manner and any unacceptable behaviour will not be tolerated. All children are aware of our behaviour expectations; if After-school club staff deem any behaviour to be unacceptable this will be reported to the Headteacher.

Health and Safety Considerations

Prior to starting, Club staff are given an Induction Pack which includes policies relating to after-school club, health and safety, first aid procedures in school, and child protection. This is explained and talked through by the Club leader.

The Club leader is asked to ensure that every half-term there is a reminder about:

- Procedures in case of a fire.
- Rules for moving round the school building — particularly arrangements for going to the toilet.
- Expectations of behaviour

The After school club leader should ensure that:

- They have all medical details and contact numbers for children attending the club
- They are familiar with the school's Policies for Safeguarding, and Health and Safety
- A full register of all children attending a club is maintained for each session (Club Leaders to pass their Register back to the office at the end of each session.)
- All resources and any necessary preparations have been organised, ready for the club to start promptly at the specified time.
- Parents are informed of any change in arrangements.
- Their club finishes promptly at the specified time. The Club Leader has the same duty of care as at the end of the school day; s/he should inform the Office Manager and The Headteacher of any child who is regularly collected late. (Three late collections in a term incur a charge of £10.00).

School leadership should ensure that:

- Enhanced DBS Checks are completed on all ASC workers and these are recorded on the school's Single Central Register.

The After School Club leader is clear about the expectations of the school regarding their role.

- A minimum level of adequate supervision is agreed and followed for each activity.
- Procedures (Safeguarding and Health & Safety) and expectations (Behaviour) are followed.
- Risk assessments are in place for each club.
- There is always a member of school staff and a trained First Aider on the premises whilst club is taking place.

Inclusion

Our clubs are fully inclusive and all children are encouraged to participate in extra-curricular activities. If a child has special or medical needs, information will be shared with the Club Leader and any necessary arrangements agreed.

Feedback

To ensure we continue to offer a high quality and relevant after-school club, we encourage parents to complete an end of term short questionnaire with their child following their attendance at a club. Completed questionnaires should be returned to the School Office. All feedback will be carefully considered and taken into account when decisions are taken about clubs provision for the next term.

Complaints

If parents are concerned about any aspect of an after-school club, they should talk to the Headteacher.