

BEACON RISE PRIMARY SCHOOL



After School Club (ASC) Policy

Aims

- To provide a safe, happy, well supervised secure environment for pupils at the end of the school day;
- To provide an affordable, self-sustaining, after school childcare facility for parents/carers during term time;
- To continue to build positive links/relationships with parents;
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.

Procedures

Staffing

There will always be a minimum of three ASC staff at each session. In addition to ASC staff, the Site Manager or Caretaker will be on site until 6.15pm, and a member of the Executive Leadership or Senior Leadership Teams will be on site until 5.30pm.

Contingency Arrangements for Staff Absences and Emergencies

If a member of staff is absent, they must ring the School Business Manager who will arrange cover.

Booking Arrangements.

Places are pre-booked and we hold a waiting list. If you would like your child to be added to the waiting list, please contact the school office.

Charges

The club must be sustainable. The cost per child will cover staff costs, administration and resources. The cost will be for each child, and no discounts will be available for siblings. There will be no reduction for less than a whole session.

January 2017 – per session: £9.00

Staff who work and have children at Beacon Rise Primary School, will be charged at a reduced rate of £2.25 per child (a maximum of 4 children per session will be allowed at this rate).

Payment/Non-Payment.

Your ParentPay account can either be credited in advance, or payment will be due following each session attended. Except in exceptional circumstances, and following written agreement from the ASC, the place will be offered to another if your ParentPay account is not settled within 14 days of the last session attended. Access will be denied from that date onwards.

A letter will be sent in advance of any such action.

Cancellation by ASC:

The only likely cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies

In the event of closure:

A member of school will either send a text message, or will endeavour to contact individuals by telephone.

During adverse weather conditions school closure will be reported on the South Gloucestershire Website.

A 'credit' or refund will be made in respect of any days cancelled by ASC.

Cancellation by Parents and Refunds

Due to the need to pay and book places so that levels of staffing can be organised, we will be unable to offer a refund if a child does not attend.

Refunds will, except as detailed above in respect of cancellation by ASC, **only** be available upon written cancellation by a parent of the child as follows:

(i) Pre-booked places will automatically continue until cancelled;

(ii) Subject to the following paragraph: cancellation of pre-booked places must be in writing and must give two weeks' notice, i.e. no refunds will be received for days between the receipt of written notice and two weeks thereafter.

(iii) Cancellation of a pre-booked place for a following term must be given no less than 2 weeks before the end of term. Failure to give notice in accordance with this paragraph will lead to charges in respect of some or all of the first two weeks of the following term on a pro rata basis (e.g. cancellation in respect of the following term given one week before the end of term will lead to charges for the first week of the new term due to the delay in notification).

Registration Forms

A registration form must be completed in full with a password to be recorded, dates required, and each child's details, medical conditions, parent contact details, additional emergency contact information, allergies and food choices, and will be available to ASC during each session, and kept securely in the school office. Parents must notify ASC immediately of any change of these details. Children cannot be accepted in the club without a signed form.

Use of Registers

Children will be registered as they are admitted to the club following collection from their class teacher by one of the ASC Club staff on duty. The Club Supervisor must ensure each child is signed out, by the appropriate parent / carer collecting with the correct password. The registers will be kept in the ASC room during the session, and stored in the school office outside of club hours.

Cooking and Serving Facilities:

Children will be offered a variety of snacks, including fresh fruit. Children will have access to drinking water throughout the session. Any food allergies/dietary requirements etc., must be notified on the booking form.

Organisation

ASC will be open to pupils from Reception to Year 6, 3.15pm – 6.00pm and children will be admitted and registered in the Lower Frome room. Children can be collected at any time during the course of the afternoon session. Children will be charged for the whole session, as booked, even if they are collected earlier. If parents/carers make alternative arrangements for the collection their children they will need to notify the club, giving details of the person who will be collecting on their behalf and ensure that person knows the current password.

Absences

If children are attending school but will not be attending Club, then it is the parents' responsibility to advise the club 24 hours before. If children are registered to be at the club but do not attend we will call parents, emergency contacts and if no response we will contact the Social Services and Police.

Children attending other school run school activity clubs

Parents need to inform ASC if children will be attending school led or non-school led activity clubs. Whole session charges will still apply. Activity Club leaders will take pupils to ASC at the end of each session.

Late Collection

After School Club operates between the hours of 3.15pm and 6.00pm and all children must be collected *before* the club closes at 6:00pm.

If parents have a problem getting to the club on time they must telephone the ASC to advise of the reason for the delay and make alternative arrangements for the collection of the children. If a parent arrives late (after 6pm) for any reason, a late charge of £5.00 per quarter hour or part thereof will be incurred.

Whilst the school recognises rare circumstances that can cause unavoidable delays, incidents that result in staff having to stay beyond their hours of employment will incur a fixed fee, in order to pass on the costs of inconvenience to school employees and claims for overtime. At least 2 members of staff will wait with the child and every effort will be made to contact the child's parents.

Notification of lateness

If for any reason you may be delayed, please telephone 01454 867232 (option 4), as soon as possible to make the HomeBR team leader aware of the situation.

If a parent is persistently late, the ASC will inform Social Services, as staff cannot assume responsibility for the children. If children fail to be collected from the club, every attempt will be made to contact their parents/guardians or other designated adult using the emergency numbers supplied. If this is not possible Social Services will be contacted to make arrangements for short-term care.

In order to cover the additional costs of staff waiting with the children beyond their contracted hours the following charges will apply.

Late collection charges

On the first occasion of lateness a warning will be given and the information kept within the Late Register Record. A late collection following the warning in the same academic year, will be chargeable, for each child collected after 6.05pm and a meeting with the school.

- The charge will be £1.00 per child, every minute (or part thereof), after the booked session has ended.
- The fee will need to be paid in full and will be accrued via ParentPay.

On each occasion, the fee will be charged and the parents reminded of the importance of collecting children on time. The incident will be logged. Any further instances will result in that child's place in After School Club being reviewed and may be revoked.

Security

The security, health and well-being of our children are our first priority and children will not be permitted to leave the Club unaccompanied at any time. No mobile phones will be permitted to use at club by children and all visitors must report to the Club Leader upon arrival and sign in.

Addressing barriers to achievement

ASC will be offered to pupils that the school feels would benefit from attending, by providing an environment to enable them to:

- Interact with staff, and provide a safe environment at the end of the day;
- Make a valuable contribution to the development of pupils' communication and social skills.

These spaces will be funded by the school.

Resources

ASC resources are kept in Lower Frome room, but some school resources e.g. PE and IT equipment will be used. All electrical equipment will be PAT tested, as required, before use.

Behaviour

Because the ASC is run by the school, the existing school Behaviour Policy will be followed.

Communication with Parents

Staff will have verbal communication with parents/carers collecting children which may involve passing message to classroom teachers. A note of these messages should be recorded.

Written notes to parents from the ASC Staff will be passed on via the office to the child's classroom teacher, or text.

Parents may make appointments with a member of the ASC Staff, or the School Business Manager to discuss matters/issues pertaining to the ASC.

Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of the ASC, will have current DBS clearance, and other required recruitment checks. These records are held in the school office.

ASC staff will follow existing school policies and procedures for child protection and the code of conduct.

Where ICT equipment is used, they must also follow the schools e-safety policy and procedures.

Fire Procedure

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly via the closest exit.

They will congregate on the Multi Use Games Area (MUGA) on the playground.

The club register should be taken outside and all names checked.

There will be a fire practice once per term.

Lockdown

In the event of a lockdown, children and staff will follow the normal school procedures, remaining in the building.

Medication

Inhalers are kept in the medical unit in the school office. If a child needs an inhaler, a member of the ASC staff will escort the child to the office and observe that the medication has been taken correctly. The person collecting the child will be told and given a note from the ASC staff.

All other medication administered will follow the existing school policy (the Administration of Medication Policy).

If in doubt as to the application of this policy, parents are encouraged to contact the ASC Supervisor for clarification.

Risk Assessment

A separate risk assessment will be completed for ASC sessions and activities.

Confidentiality of Documents

Confidential documents are kept securely in the school office.

Complaints

Dealt with in line with schools complaint policy, with the ASC leader replacing the role of teacher.

This policy will be made available to parents and carers on the ASC noticeboard and school website.

Approved by the Leadership Governors	Term 2 2018/19
Review date	Term 3 2020/21

After School Club

Monday – Friday 3.15pm – 6.00pm



Pre-Booked Place Booking and Information Sheet

Child's Name:

Class:

Child's Date of Birth:

Does your child have any allergies? (please provide details):

.....
.....

Does your child have any medical conditions or other support needs? (please provide details):

.....
.....

Parent/Guardian names:

(1): Tel No: Contactable during sessions: Yes / No

(2): Tel No: Contactable during sessions: Yes / No

Home address (including postcode):

.....
.....
.....

During After School Club Sessions other emergency contacts (names and telephone numbers):

(1): Tel No: Authorised to collect child: Yes / No

(2): Tel No: Authorised to collect child: Yes / No

(3): Tel No: Authorised to collect child: Yes / No

Please indicate (by circling) which sessions you wish to book your child into:

Monday Tuesday Wednesday Thursday Friday ADHOC

SECURITY PASSWORD

If there is someone collecting your child who does not normally do so, or we do not recognise an individual, we would like you to provide HomeBR with a password, that we can use and ask them. If there is anyone you DO NOT wish to collect your child please also let us know in writing. All information given to us will be treated in the strictest confidence, and please do not feel offended if we ask anyone for a password when collecting children; the children's safety is our main concern.

Please note no one under the age of 16 is permitted to collect a child from the club even with the Parent/Carers permission.

Password:

Any other information:

.....
.....

Signed (parent or guardian): Name:

Date:

Signed:

Print name:

Date:

Occasionally, your child may have the opportunity to watch a PG rated film at ASC club. If you would rather your child didn't participate in this activity, please tick the box below.

We have purchased an Xbox player for use at HomeBR After School & Breakfast Club. Games played on the Xbox may be up to PEGI rating 7, which means that it may not be suitable for children under 7 due to certain scenes or content.

If you would rather your child does not use this facility, please tick the box below.