



Stella Maris School

# AFTER SCHOOL CLUB POLICY

REVIEWED: MAR 2018  
REVIEW DUE: MAR 2019

Stella Maris School is committed to Safeguarding and promoting the welfare and well-being of all members of the school. All school staff and volunteers who work in the school are expected to share this commitment and vision.

This Policy was written in consultation with the Trustees, Headteacher and the staff of Stella Maris School with due regard to our mission statement.

*“At Stella Maris we endeavour to put the children at the centre of everything we do. Our mission is to educate, nurture and instil traditional values and cherish our children. We inspire them to achieve their best in every aspect of their lives.”*



## Policy 15 – After School Club Policy

### AFTER SCHOOL CARE (ASC) AT STELLA MARIS SCHOOL

The club runs from 3.05pm – 5.30pm Monday to Friday.

#### AIMS

To provide a secure, welcoming after-school care facility for children whose parents are unable to collect them at the end of the school day.

#### OBJECTIVES

- To provide an environment that is pleasant and relaxing for pupils at the end of a long school day.
- To employ caring supervisory staff who are aware of the needs of young children at the end of a long school day.
- To provide a structured play environment to keep children interested and occupied.
- To provide older pupils with an opportunity to start their homework.
- To provide an affordable service for parents.

#### PROCEDURES

##### Staffing

Mrs K Beswick – After School Club Leader

Mrs K Herok – After School Club Worker

There is always a member of the School management team on duty (or contactable) who has overall responsibility for pupils still on the premises.

##### Contingency arrangements for staff absences and emergencies:

- If a member of the ASC staff is absent they must inform the Headteacher who will organise where possible cover by a teacher or teaching assistant. If it is impossible to cover the absence using a teacher or teaching assistant, the Headteacher will cover the staff absence.
- If the Headteacher is teaching between 1pm and 3.05pm then another member of staff may be asked to cover until 3.45pm.
- In cases of emergency, the ASC Leader must immediately call the Headteacher.

##### Booking Arrangement

- Parents enter into a contract with the school whereby the school offers a facility to care for pupils of parents at the end of the school day.
- Parents undertake to pay for this facility and agree to collect their child at a specific time, but no later than 5.30pm.
- Advance bookings can only be made within the first week of each term/half term (i.e. the first 5 school days) via the school office.
- Parents may book as many or few sessions as they wish, though to be eligible for advance bookings, sessions must be block booked and paid for each half term in advance.



## Policy 15 – After School Club Policy

- Please note that advance booking fees are Non-refundable for any pre-booked sessions which are not attended (e.g. illness, holiday, etc.)
- Anyone not booking in advance will be charged the daily rate outlined below.
- Invoices for 'ad hoc' attendance will be billed half termly retrospectively.
- If a parent needs to book an additional 'ad-hoc' sessions they request this via the School office who then informs After School Club.
- 'Ad-hoc' sessions must be booked before 12 noon on the required day and the pupils name will be placed on the white board in the hall.
- Places are allocated on a first-come, first served basis up to a maximum of 16 pupils on any one evening.
- The After School Club Leader may also access the pupils' details kept in the office.
- Pupils attending after school activities before attending ASC will pay the difference between the activity and current charge.
- Currently the charges are as follows:

### **DAILY RATE (ad hoc, not pre-booked)**

3.05pm – 5pm - £6.50 per session

3.05pm – 5.30pm - £7.50 per session

### **ADVANCE BOOKING RATE**

3.05pm – 5.00pm - £5 per session

3.05pm – 5.30pm - £6 per session

## Collection

- Parents must ensure that their child knows whether they are going to ASC and who will be collecting them.  
Younger pupils may need this information written in their reading record or homework diary. This must be shown to the teacher who will write the child's name on the white board in the hall.
- Parents may collect from the ASC at any time until 5.30pm. All pupils leaving the school premises must be signed out by the person collecting them, and the time of departure written down.
- Parents who are unable to reach the school by 5.30pm should arrange for someone else to collect their child by this time. They should inform the school in writing, or, in the case of a last-minute arrangement, telephone the school to authorise the collection. Either way they must inform the school before 5.15pm that day.
- Under no circumstances will a pupil be released to an unauthorised person.
- A record is kept of all late collections. Those who are persistently late receive a letter indicating that their place at the ASC is in jeopardy.
- After 5.30pm the ASC Leader will stay with the child until the parent/carer arrives. Whenever possible a member of the school management team will also stay.



## **Policy 15 – After School Club Policy**

- If your child is not collected and no communication made before 5.45pm the situation will be considered a 'safeguarding matter'.
- In the event of an emergency the ASC Leader must contact the Headteacher.
- Pupils must be supervised at all times by the staff employed to work at the ASC.
- The risk involved in all activities in which the children participate must be assessed.
- All adults must ensure that high standards of behaviour are maintained, in spite of the relaxed atmosphere. All children attending ASC are expected to behave well. If there are behavioural issues concerning children at ASC parents will be informed in writing and their place may be put in jeopardy.

### **Use of registers**

- After School Staff register the children as they arrive.
- Registers are used to check that children booked into After School Club are present. They are also used to record additional bookings and to follow up payment for the 'ad-hoc' bookings.
- In case of an emergency where children have to be evacuated from the building, the registers must be taken and the children checked against the registers to ensure they are present.
- The After School Club Leader keeps the After School registers.

### **Organisation**

- Pre-Prep – Year 6 pupils are encouraged to have a healthy snack on arrival at 3.05pm
- When pupils have finished their snack, they can access a variety of activities. Key Stage 2 pupils are encouraged to do homework for 30 minutes and then they go on to do various activities.
- It is the responsibility of the After School Club Leader to plan activities suitable for the ages of pupils attending.

### **Resources**

After School Club resources are housed in the cupboards and other areas of the school where is it staff access only. Some resources are for sole use of After School Club and some are shared by After School Club and other classes within the school.

### **Communication with Parents**

- Verbal communication with parents/carers collecting children.
- Written notes to parents may be conveyed through the pupils reading record book or homework diary.
- Parents may raise general matters when appropriate.
- Parents may also make appointments with the After School Club Leader or Headteacher to discuss matters pertaining to the After School Club.



## **Policy 15 – After School Club Policy**

### **Records of staff**

In accordance with Children Act Regulations, the address and telephone numbers of employees of the School are kept in the School Office.

### **Fire Procedure**

- While After School Club is held in the hall, pupils should exit through the main school door and assemble either on the Junior Playground or at the front of the school.
- If After School Club is in another area of the school, the fire evacuation signs should be followed and the club should assemble on the Junior playground.
- All registers should be taken and the member of the school management team informed when the pupils are checked and present.
- Parents in the process of collecting pupils should also exit and assemble on the playground.

### **First Aid**

- A designated file contains details of the pupils' medical details (Conditions to Note) and a record of medical treatment administered. If First Aid is administered the treatment given is recorded on the medical treatment form.
- If medical treatment is administered, the After School Club Leader endeavours to tell the parent/carer verbally. However, they also write an explanatory note in the reading record book or homework diary in case they miss the parent. If a note is written, the parent must initial it to indicate that the note has been seen.

### **Medication**

Inhalers if needed are kept in the School Office. If a pupil needs an inhaler, an After School Club worker will accompany them to the Office.

### **Risk Assessment**

- A risk assessment has been carried out for After School Club.

### **Confidentiality**

Confidential documents are kept:

- In school office
- In a designated safe place

### **Complaints**

All complaints notified in writing by a parent of a child attending the After School Club should be investigated, using the School's complaints procedures.



## Policy 15 – After School Club Policy

### After School Club Arrangements for Pupils Being Picked Up Late from School

Pupils being picked up late will be collected by the After School Leader and signed into ASC at 3.20pm. Any child in this situation will have to wait with ASC until their parent/guardian collects them from school premises and signs their child out of ASC in the usual way. Parents will then be charged the normal £6.50 or £7.50 daily rate per child.

### Late Collection Payment Terms

Parents who collect Pupils late i.e. after 5.30pm will be subject to a late collection charge. This charge will be levied because two members of staff must remain in school due to 'safeguarding' regulations. **A flat rate charge of £10 will be levied every time a child is collected after 5.30pm, regardless of time elapsed.**

Parents who are consistently late collecting their child from after school will be issued with a warning letter and asked to make an appointment with the Headteacher and may be asked to remove their child from this facility.

### Special Conditions

ASC will be cancelled should the school have to close due to unforeseen circumstances. Should this be the case the parents of all regular attendees will be informed.

Revised Sept 2015

Reviewed and Updated Mar 2018