

# Deal Parochial Church of England Primary School

## Afterschool Care Club Policy

Kindness, Trust, Friendship, Respect, Courage, Forgiveness

### Vision statement

Our School is built on the teachings of the Bible and inspired by The Gospel Values of Faith, Hope and Love.

Our Christian ethos is upheld by respecting humanity fostered through our community that is welcoming, inclusive and forgiving.

Together we flourish through courageous learning, friendships and generosity.

TO BE THE BEST THAT I CAN BE – THE WAY GOD INTENDS

**Policy Created: March 2023**

**To be reviewed: March 2025**

### Safeguarding staff:

Justine Brown - Lead Designated Safeguarding Lead, (lead DSL)

Mel Fox – Inclusion and SENCO lead teacher. DSL

Katherine Porteous – Deputy Head Teacher. DSL

Louise Friend – Early Years lead – DSL

Nikki Bugden – Nurture Practitioner - DSL

Karen Rae - Afterschool care club leader - Early Years and DSL

Sara Kosinozic - Afterschool care club leader – Early Years and first Aid, DSL

## **AIMS**

- To provide the opportunity to attend a mixed age social group and give opportunities to reinforce and enhance social skills.
- To offer children an opportunity to extend their learning of the current curriculum theme.
- To support families with attendance, domestic arrangements and to enable further study or work.
- To improve school attendance overall.
- To give the opportunity for additional study in relaxed and secure atmosphere.

## **ATTENDANCE CRITERIA:**

The after-school care club is open to all children, but children who match the following criteria will be given priority:

- Working parents
- Siblings
- Children whose parents attend courses or training
- Children identified by the school and outside agencies as needing additional support
- Parents requesting a place will be on a first come first serve basis.

## **ACTIVITIES TO INCLUDE:**

- Opportunities to carry out reading – group reading – partnered reading
- Maths – regular counting and age appropriate embedding of key skills
- Time, space and support to carry out homework, if requested.
- Outdoor and indoor games supervised some coordinated and other times free play.
- Chill out relaxed zone

## **ROUTINES AND EXPECTATIONS:**

- Children will enter the After-school club via the internal school doors.
- A member of the After-school care club staff will collect children from each class in the form of a Walking bus. Children must remain in their classrooms and wait to be collected and taken to the afterschool club. Children will take all the belongings with them and not return to their classrooms.
- Club will be held in the Expressive Arts Centre and the school hall.
- Children will be provided with a snack consisting of at least a piece of fruit, a biscuit and a drink.
- Payments need to be made promptly on the first day of attendance each week. Payment is preferred through our School Gateway Service online.
- An attendance register is kept daily and retained in the school.
- Children to be registered in and out as they leave the club daily.
- If money is given in, record in the register (cash or cheque) and hand in to the school office at the end of the morning session.
- Stock to be ordered using the school credit card from school.
- Any petty cash required must be requested in advance from the bursar. Appropriate receipts will be required.

### **LINKS TO SCHOOL POLICIES:**

In support of the smooth running of the after-school care club, the following school policies will be referred and adhered to:

- Accessibility (Disability and Equality) Policy
- Behaviour for Learning Policy
- Anti-Bullying Policy

### **SAFEGUARDING:**

- Our staff have fully enhanced DBS checks.
- Staff are trained in designated Child protection so that they can prevent, recognise and take necessary actions to any signs of concern.
- They take part in continued professional training and awareness about safeguarding and Child protection.
- Staff will carry out risk assessments before introducing new activities.
- They will liaise with the school lead designated Child Protection lead.
- They will keep records of concerns and share these with parents/carers and staff as appropriate.
- Medical needs must be identified on the admissions form.
- The school medicines and first aid policy are adhered to.
- Staff will have a record of all allergies and intolerances for children attending.

### **HEALTH AND SAFETY POLICY:**

Children and staff are expected to be polite, welcoming and respectful. We want to encourage a family feeling, however children whose behaviour is inappropriate over a period of time may not be allowed to attend.

### **AFTER SCHOOL CARE CLUB POLICIES:**

- Admissions Policy
- Charging Policy
- Home/School Agreement

The success of this policy in supporting the work of the after-school care club will be annually reviewed.

### **INDICATORS OF SUCCESS:**

- Good, regular attendance
- Improved engagement with the school curriculum
- Improved social and communication skills
- Parent and pupil voice and feedback

Evidence will be taken from attendance registers, comments from club staff, teaching and non teaching staff, children and where possible parents.

## **After School Club Admissions Policy**

### **Introduction**

To enable the After-School care Club to adhere to current legislation, there must be a ratio of one adult to 15 children, so an admissions policy is necessary to ensure that each application is treated fairly. Should there be Early Year children attending then the adult ratio will be reviewed and increased

### **Rationale**

To ensure the correct ratio of adults and pupils and to enable each child equal opportunity to attend.

### **Aims and Objectives**

- To aim for pupils wishing to attend can do so
- To provide the correct level of adult support for those attending.

### **Monitoring and Review**

The School Secretary will review and monitor the register and any waiting list each week and once there are eight names on the waiting list will seek to engage a volunteer to enable those children to attend.

## **After school Club – Home Agreement**

### **After-School Club Leaders**

We, both as individual staff and as a whole group will do our best to:

- Provide a safe, well ordered and caring environment for children.
- Provide a healthy and nutritious snack.
- Encourage children's personal hygiene by washing hands regularly.
- Prepare and serve food according to food hygiene regulations.
- Encourage children to relate in a social setting and engage with tasks based on the current school curriculum theme.

Signed: ..... After-School Club Leader

Signed: ..... After-School Club Leader

### **Parent/Carers Agreement**

We will:

- See that our child/children are collected on time.
- Pay any money due on the first day of attendance each week.
- Work with the leader to ensure your child/children's behaviour is positive during each session.
- Understand that if your child's behaviour is inappropriate over a period of time they may not be allowed to attend After school Club.
- Inform the leader of any problems.
- Inform an adult at the club for any reason of absence.
- Inform the leader if our child/children will not be attending any more.
- Payment to be made through ParentPay School 'Shop'. Non-payment may end in your child's place being suspended until payment is made.

Signed: .....Parent/Carer

### **The Child's Agreement**

- I will do my best to:
- Follow the school rules
- Listen to the adults
- Let the leader know of any problems.
- Be a friend to everyone
- Be helpful to everyone.

Signed:..... Name of Child

## **Afterschool Club – Charging Policy**

### **Introduction**

To enable the After-school Club to be sustainable payment needs to be made by those using the Club.

### **Rationale**

After school Club will only be sustainable if enough money is generated by those using it to sustain on-going costs.

### **Aims and Objectives**

To ensure the sustainability of the After-school Club

To ensure that there is the correct level of adult support for those attending  
School practice

- Bookings must be made via the school secretary ([secretary@deal-parochial.kent.sch.uk](mailto:secretary@deal-parochial.kent.sch.uk)) and paid for via ParentPay school 'shop' at the time of booking to secure a place.
- Outstanding payments - After one week of non-payment a letter will be sent asking for outstanding amount.
- If at the end of the second week there is still no payment and no explanation, then the child/ren will not be able to attend. You will be notified by letter.
- If money is given in, (cash or cheque) this needs to be handed in to the school office by the end of the session.
- Special arrangements may be made with the Club Leader where there is deemed to be any special need/circumstance: For example; Parents attending training.

### **Monitoring and Review**

The school secretary will monitor and review all payments each week and will be responsible for contacting parents when there are any problems. The school secretary will then discuss this with the Headteacher and a decision made.

It is the responsibility of the Governing Body to agree, review and monitor the Charging Policy as and when is necessary.