

After School Club Policy

Reviewed April 2024



The Stour Academy Trust

Timings

After School Club operates from 3.15pm - 6.00pm (term time only) and current costs for each session are as follows:

Twilight session	3:15pm until 4:30pm,	£3.50
Late session	4:30pm until 6:00pm,	£4.00
Both sessions	3:15pm until 6:00pm,	£8.00

If you are late collecting your child, an extra charge of £1 will be incurred for every 5 minutes past 6:00pm.

Admissions

- Only children attending Lansdowne Primary School are eligible to attend the club.
- Children must be booked into After School Club in advance of attending using the Arbor app. For any help with this please go to the school office.
- Irregular users are welcomed provided there are spaces and bookings are made through the Arbor app.
- All places are subject to availability.
- All staff are made aware of the details of a new child.
- Children's attendance is recorded on Arbor.
- Copies of the After School Club policy are available on the school website and paper copies given to all parents of children attending upon request.

Booking a Place

- Due to staff ratios, all children must be booked in advance to ensure compliance.
- If you arrive and have not booked, staff have the ability to add pupils onto the Arbor app. However, we may refuse your child entry if there is not suitable space/staffing.

Arrival and departure

- All children will be escorted by the class teaching assistant to the After School Club.
- On arrival all children are marked on the register.
- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded.
- Parents/carers must ensure that any person who may collect their child is listed as authorised to collect.
- The club reserves the right to withhold children if the person collecting the child is not on the registration form or the parents have not informed the school of the identity of the person collecting. A password system will be used for this purpose.

Daily routine

3.30pm - 3.55pm: Healthy snacks are available for all children attending the After School Club.

3.55pm - 4.45pm: A variety of craft, play and physical activities.

5.00pm: Late session light 'tea'.

5:20pm: Quiet time.



5.45pm: Staff and children tidy up.

6.00pm: Last collection.

Safeguarding

All staff undertake regular training in safeguarding and the club operates in line with Keeping Children Safe in Education, alongside the school Child Protection policy and procedures. The Child Protection Policy is available on our website or a paper copy is available from the school office, as requested.

Behaviour

Our After School Club follows the Behaviour and Anti-Bullying policy of the school. If the behaviour of a child is detrimental to their safety or others, we reserve the right to review their place at After School Club. It may be necessary for a child to be collected from the provision.

First Aid

- All accidents will be recorded using Medical Tracker and parents/carers will be informed via this system in conjunction with the First Aid policy.
- Accident records will give details of the time, date and nature of the accident; details of the child involved; type and location of the injury; action taken, and by whom.
- All incidents are dealt with by a qualified first aider. Parents of any child who become unwell during club will be contacted immediately.

Missing or uncollected children

In the event that a child goes missing, the following procedure will be undertaken: Club staff will inform school leadership of the missing child. Club leader/school leadership will search the inside of the building and premises. If the child remains missing, the emergency services will be contacted.

Uncollected children:

Adults with collection responsibilities as listed on Arbor will be contacted in the first instance by telephone. If these contacts are unavailable after approximately one hour, the police and social services will be informed.

Payment of fees

- If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible.
- Payments must be made in advance, through Arbor.
- Childcare vouchers are also accepted.
- Use of the club will be restricted if payment is not received.
- The Trust will implement its Debt Recovery policy when required.

