



## AFTER SCHOOL CLUB POLICY

### ADMISSION

The After School Club runs from 3.15 - 5.30pm Monday to Friday, term time only (except on planned Non Pupil days when the Club will not run).

It is the responsibility of the parent/carers to ensure that the After School Club is informed of up to date contact details at all times.

### BEHAVIOUR PROTOCOL

- The club recognises the importance of positive and effective behaviour management strategies in promoting children's welfare and enjoyment. Whilst attending the After School Club the children will be expected to behave in the same manner as during the rest of the school day, i.e. in accordance with the School's Behaviour Management Policy.
- In addition, staff and children will work together to establish a clear set of "ground rules" governing behaviour in the After School Club. These rules will be periodically reviewed so that new children have a say in how the rules of the Club operate.
- In the event of negative behaviour occurring, staff will explain to the child why their behaviour is unacceptable and the consequences of any further such incidents.
- Wherever possible, staff will also try to discuss concerns with parents at the earliest possible opportunity.
- Persistent unacceptable behaviour from a child may result in the parents being requested to withdraw their child from the Club.

The After School Club will adhere to all School Policies:- [www.galmptonprimary.org](http://www.galmptonprimary.org)

### UNCOLLECTED CHILDREN

Children need to be collected by the finishing time of 5.30pm pm. If a child is uncollected staff will use the contact names and numbers provided by the parent/carer. If the parent/carer is aware of a reason why collection may be delayed they can ring the After School Club team on 01803 842628, option 7. If all means of contact are exhausted and a child remains uncollected, in order to safeguard the child, we will contact the Safeguarding Hub.

Parents/Carers who are persistently late when collecting their child after the 5.30pm finish time will have their child's place withdrawn from the Club.

NB – Any children attending school who have not been picked up at the end of the normal school day will automatically be put into the After School Club at 3:30pm. After this time, any family that has not collected their child will be invoiced the session cost of £8.50.

## STATEMENT OF INTENT

We aim to ensure that we offer our services to all sections of our community, regardless of their socioeconomic background. A proportion of childcare costs can be claimed back as part of a family's Working Tax Credits, Sodexo and Computershare Childcare vouchers will also be accepted.

## METHODS

In order to achieve this aim, the After School Club operates the following policy:

- We plan to open our doors for the full 39-week academic year for five sessions per week (except on planned Non Pupil days when the Club will not run).
- Our After School Club will begin at 3.15 p.m. and end at 5.30pm

## SESSION COSTS

Parents/carers must book and pay for sessions using ParentPay.

Booking and Payment is made through ParentPay using your usual ParentPay log in details.

- Each pre-booked session will cost £8.50 and payment is required at time of booking, which is available up until midnight the night before.
- If you find that you need to book after school club "on the day", if the club is oversubscribed we will be unable to offer a space. We would ask you to please ensure you pre-book for a week in advance as much as possible.
- It is possible for your child to attend the club after participating in another after school activity (eg TUFC multi sports). The booking must be made in advance on ParentPay at the £8.50 cost.
- We reserve the right to review and, if necessary revise, session costs on a termly basis.
- If sufficient places have not been booked to maintain the financial viability of the setting, we reserve the right to close the After School Club.

## FORM COMPLETION

- The policy and promise will be issued via email to all parents. Parents are then requested to complete a virtual form which will act as consent for their child/ren to attend the after school club. If you do not submit a form, consent will not have been received for your child to attend after school club.

## ABSENCES

- We cannot refund sessions a child has missed due to illness and holidays.
- When a session is booked it is held open for that child whether or not they then attend.

## CANCELLATION OF SESSIONS

- Sessions can now be changed by the parent up until midnight the night before. If you need to cancel on the day a session is booked, please advise the school office, however, cancellation on the day will incur the charge of the session booked.

## STAFF TRAINING

- There will always be a trained First Aider on site. All staff have received Safeguarding, Food Handling and Hygiene and preventing extremism and radicalisation training.