

Chipping Hill Primary School



After School club Policy

Head teacher: Mrs N. Robson
Chair of Governors: Ms. K Butler

Super Supper club Policy

Date of policy: 1/9/23

Date of review: 1/9/24

Senior staff member responsible: Mrs Natasha Robson

This policy was formulated through drafting by the Headteacher then discussed and agreed by the Senior Leadership team and Governors.

Policy Statement

The After School Club is organised by Chipping Hill Primary School. It is an extended school activity designed to allow children to stay in school from 3.15pm/3.20pm to 6.00pm; to have the opportunity to have a choice of food and drink for a healthy snack at the end of the day; and to join in the activities on offer.

Aims

- To provide a welcoming, safe and secure environment for pupils at the end of the school day.
- To enable pupils to enjoy a healthy snack and light tea at the end of the day in a pleasant and relaxed environment
- To continue to build positive links and relationships with parents/carers
- To provide an affordable, after school childcare facility for parents/carers
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships within the school community.

Organisation

- The After School Club is open from 3.15pm/ 3.20pm until 6.00pm and is for all pupils attending Chipping Hill Primary School
- The After School Club runs on Mondays to Fridays during term-time only
- The After School Club is held in the Community Room at the front of the school building as well as having the use of other locations within the school premises.
- The option for attendance of the After School Club – arrival from 3.15pm/3.20pm - 6.00pm (including or excluding a light tea depending on time of collection). Tea is served for those children requiring it at 5.00 pm.
- Each child is registered upon arrival by a staff member and the time of arrival is noted
- Children are escorted to their classrooms by a member of staff
- Each child's details, medical conditions, parent contact details and additional emergency contact information are kept in the After School Club.
- A list of allergies and medical conditions of every child is kept with the register in the After School Club file and a copy is inside the kitchenette cupboard door.

Procedures

We will ensure that:

- There are always a minimum of two members of staff present during the After School Club.
- We adhere to a ratio of 1:8 for pupils under the age of 8 and 1:10 for pupils 8 years and over
- At least one of these members of staff is qualified in paediatric first aid
- At least one of these members of staff is trained in food hygiene and safety
- Any child's allergies and/or dietary requirements are adhered to
- The children are provided with a healthy style tea of which a menu will be available to view.

The After School Club Session Costs

The cost of each session is £9.00 (then £8.10 per sibling)

The fees charged for the After School Club cover the cost of staffing, food, equipment and day to day running costs.

All sessions are payable in advance and must be booked and paid for a term in advance before care is required. This is to ensure that the correct adult to pupil ratios can be adhered to and adequate staffing can be arranged.

We regret that we are unable to refund any pre-paid sessions if a child is unable to attend the After School Club. However, if the school cancels the club for any reason, it will be possible to carry payment forward into the next week.

If a child is collected late there will be a penalty charge of £10 flat rate.

Should a child fail to be collected 10 mins after the Club finishes the parent/carer will be contacted by telephone. If no response then the parent/carer's emergency numbers will be contacted. If after 1 hour we have been unable to make contact with any named person then Essex Social Care will be contacted for help.

A 10% discount is applied to the fee payable by any second child/ren attending.

Payment can be made in the form of cash or a cheque. Cheques should be made payable to Chipping Hill Primary School. Payment can be made using the Child Care Voucher Scheme.

Booking forms will be sent home termly with each child attending the After School Club. Alternatively, these can be collected from the office.

Policies and Procedures

There will be a separate Registration form, Dietary Needs form as well as an Emergency contact form also containing names of authorised people to collect your child from The After School Club, which will need to be returned with the first booking form and payment.

We will be operating a password scheme for anyone collecting your child who is not the parent/carer. This will mean that in order to collect your child from our care, the person will need to know the agreed password so that your child can be released from our care. This is in order to promote the safety and wellbeing of your child.

Prior to the start of the Club each afternoon visual risk assessment of the Community Room and premises will be conducted by the Site Manager and the After School Club Manager.

All risk assessments related to the After School Club will be reviewed regularly by the After School Club Manager and the Head teacher.

The After School Club adheres to the policies and procedures in place within Chipping Hill Primary School. This includes the Behaviour Policy, Equal Opportunities Policy, Child Protection Policy, Health and Safety Policy, Whole School Food Policy, Inclusion Policy, Accident & Emergency, Fire Safety Policy and SEN Policy.

All of these policies are available to view in the school office.