

St Francis Catholic Primary School

After School Club Policy



1. Introduction

The Government states that all schools will need to provide an extended day for all pupils, either on site or through linking with a local service provider.

In line with the above, St Francis Catholic Primary School provides before and after school activities to cater for children who need wrap-around care. Our staff provide a range of indoor and outdoor activities when the weather and time of year allow.

The safety of pupils is our priority whilst they are in our care at school. St Francis Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We aim to promote equality of opportunity and a positive attitude to all pupils and staff.

Please note that school clubs will not run on INSET days, during the school holidays or if the school is closed due to extreme weather conditions.

2. Aims of the After School Club

2.1 The After School Club provides quality after school care for pupils at St Francis and aims to:

- Support working parents by providing after school childcare from 3.00pm until 6.00pm
- Provide planned play activities.
- Offer the children a light snack at the end of the school day in a safe and friendly environment.

2.2 Club staff aim to provide the following;

- A varied programme of activities
- A safe, caring and stimulating environment
- High quality care at all times
- Experienced and committed staff with relevant training in first aid, food hygiene and child protection

- A commitment to equal opportunities
- Safe equipment
 - Sufficient numbers of staff are first aid trained and hold valid food hygiene qualifications.

2.3 There will be a range of activities available, both inside and outside depending on the weather. Children will also be given support with reading and homework if needed.

2.4 Provision is in place for the collection of children who attend other after school clubs

3. Initial Admission Process

This section is only applicable to the admissions process prior to the start of the After School Club's commencement on 1st January 2019

The Governing Body of the school is responsible for the admissions policy of the After School Club but the administration of the policy is delegated to the SLT. Parents do not have a statutory right to appeal to an independent panel in relation to Club admissions so it is essential that all admission decisions can be justified by reference to the criteria outlined in this policy.

- Places are allocated on a first come, first served basis.
- The school will hold a waiting list of applicants that have been unsuccessful. These will be listed in rank order in relation to the criteria. Should places become available during term time then places will be offered in accordance with the child's position on the waiting list. In the event of a tie break the selection will be by open draw.

4. Admission Criteria

Booking forms are sent home at the end of each term for booking onto the following term and Governors will consider applications in accordance with the following criteria:

- 1) All children of working parents and carers requiring full time care on a regular basis, for three or more days per week.
- 2) All children whose parents require care arrangements regularly on one or two days each week.
- 3) Other children at St Francis Catholic Primary School. Children from Year R to Year 6, who attend St Francis are eligible to attend the club.

5. Undertakings by the parent/guardian

5.1 Admission is conditional on the following grounds;

- a) Fees are promptly paid in advance
- b) The behaviour of the child is acceptable for the safe & efficient running of the club. School policies, including behaviour, apply in the same way as they do during the main school day.

We reserve the right to refuse a child who fails to meet these standards.

- 5.2 Occasional bookings can be taken at the discretion of the club staff
- 5.3 In the case of occasional absence e.g. illness, parents/guardians are expected to telephone the school office to confirm non-attendance.
- 5.4 Children will be accepted without notice if there are unforeseen, unexpected circumstances. This is at the discretion of club staff.
- 5.5 Children can only be collected by their parent (s) or by an adult (over 16) who the parent has authorised to collect by prior agreement with staff.
- 5.6 Children should be collected promptly at the end of the session at 6pm. If a child is not collected by 6:00pm, there will be a late charge of £5.00 per child, per 15-minute period to cover staffing costs. In this instance, we will attempt to contact the main carer and any other emergency contacts repeatedly.
- 5.7 Parents/Guardians need to ensure that the Booking Form kept up to date with emergency contact details and medical information
- 5.8 Parents/guardians are expected to give reasonable notice if children are going to miss a session for any reason or if they will be delayed collecting children
- 5.9 Refunds will only be given in the event of absences at the discretion of the SLT
- 5.10 The maximum number of pupils who can be accommodated is 40

6. Booking and Payment

- 6.1. The cost of each after school session, from 3.00/3:15pm until 6:00pm, is £10.00. This price includes a light snack. The cost per pupil per day is £10 regardless of late start time due to attendance at a different after school club such as Kixx or early pick up time; this is to ensure the cost for sufficient staff is covered.
- 6.2 Payment will be made on the first day of each term in advance
- 6.3 Failure to pay on time will result in the withdrawal of a place at the club. Please ensure that payment is in an envelope clearly stating the child's name and the dates you wish them to attend.
- 6.4 A charge of £5 per child, per 15-minute period will be made for late pick up from the after school club. Until the late fee is paid, your child's place at the club will be withdrawn.
- 6.5 These fees are subject to change, with prior notice to be given of any changes.

7. Exclusion from After School Club

- 7.1 School policies, including Behaviour, apply in the same way as they do during the main school day.

- 7.2 We reserve the right to refuse a child who fails to meet these standards.
- 7.3 If the behaviour of the child is unacceptable for the safe & efficient running of the club, parents will be informed of this by a member of the school's Senior Leadership Team in the first instance and a warning will be given to the child.
- 7.4 Any additional unacceptable behaviour will result in the child being excluded from the club for a period of time deemed appropriate by the Senior Leadership Team.

8. Review and Monitoring

- 8.1 This policy will be reviewed annually by the Governing Body.
- 8.2 This policy is in accordance with all other policies at St Francis Catholic Primary School

Agreed by the Governing Body: 20th November 2018

Date for Review: November 2019