

Newdigate C of E (Endowed) Infant School

Rainbow After School Club Policy

March 2023

Review Date: March 2025 (every 3 years)



In God's hands we learn and grow

Newdigate Infant school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice.



After School Club Policy

Newdigate Infant School is committed to delivering an After School Club service which is affordable, sustainable and of quality, offering a wide range of exciting activities. We always place a high priority on the well-being of our pupils, believing that happy, healthy pupils can achieve.

Aims

Through our After School Club we intend to:

- Provide opportunities for fun, enjoyment and learning through a range of activities.
- Encourage children to develop friendships between age groups and work together cooperatively.

Hours

- After School Club runs during term time Monday-Thursday, starting at the end of the school day and closing at 5:00pm.
- There will be no After School Club on the last day of each full term.
- All spaces are subject to availability and staffing levels.
- Places are allocated on a first come first served basis.
- Children can be collected at any time during the hours the club runs but a full charge will still be made.
- The club is open to all children from Reception (once full time) to Year 2.
- All children will be escorted to the club at the end of the school day from their classroom by the ASC leader.

Admission, booking procedures and payment of fees

- The relevant information regarding medical needs and dietary needs will be stored at the school and used if necessary.
- 2 Emergency contacts must be given to the school before a child can attend the club.
- The school will share with the ASC leader the names of all approved adults that can pick-up. If the leader is in any doubt they will contact you to clarify.
- **Slots must be booked in advance** using the Parentmail app (this can be done up to 16 weeks in advance) and payment is required at the time of booking.

- 24 hours advance notice is needed for cancellation, otherwise a full charge will be made.
- One-off slots can be booked, if space is available, and an invoice will be sent to you electronically.
- Some concessions may be available. Please arrange a meeting if you would like to discuss this.
- If a parent is experiencing difficulty with payment of their fees, they should contact a member of the leadership team as soon as possible.

Absence

- If your child has been booked into After School Club in advance and they are absent the session will be credited to your account.

Venue

- After School Club is usually based in the Rainbow room. Activities are carried out in other locations, e.g. the hall, playground and field.

Register and Collecting

- A register of children who attend After School Club is taken at the start of each session. This register is filed in the After School Club folder which is kept in the school office.
- Parents should collect their children by buzzing the main school office or by using the playground gate if that is already open.
- Parents are required to sign the register when collecting their child. They must also inform a member of staff before leaving with their child.
- If a parent is unable to collect their child as arranged, they must inform the school as soon as possible.
- If someone else will be collecting a child, the office staff must be informed prior to the event.

Late collection

- If a child has not been collected by the end of the session, parents will be contacted in the first instance by telephone. The additional contacts parents have been provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, other appropriate measures would be taken and as a last resort the police may be contacted.
- If a child is picked up late a discretionary charge may be incurred.

Snacks

- The children will be provided with a well-balanced snack at the beginning of the session.
- If children require allergy aware food this should be discussed with the ASC leader in advance so that parents are satisfied that processes are in place to keep children safe.
- Fresh drinking water is available to the children at all times.

Activities/ Provision

- A range of activities are planned each session for the children in After School Club. These include continuous provision, e.g. small world, board games, puzzles, books, drawing and construction; as well as a range of different purposeful activities which may include cooking, sewing, junk modelling and painting.
- The children have access to both the outside and indoor areas, but will always be accompanied by an adult.

Behaviour

- Children and staff are expected to follow the School's Values and Bee Rules whilst attending the After School Club.
- The school's behaviour policy will be followed.
- If your child shows disruptive behaviour we will contact you in the first instance with the aim of resolving the problem. If we cannot resolve the problem satisfactorily then we may withdraw the place.
- In extreme cases, behaviour at the club may lead to consideration of fixed term suspension by school leaders.

Health & Safety

- Staff must follow the Newdigate School Health and Safety, On-Line Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- The procedures to follow in the event of a fire or evacuation are detailed in the Fire procedures folder for After School Club.
- All staff must make themselves familiar with the above documents.
- In case of emergency (such as medical or missing child) a member of the Senior Leadership Team will be informed immediately and procedures followed.

First Aid

- There will be a qualified paediatric first aider on site during sessions.
- All accidents will be recorded in accordance with the school policy using the school's accident book, if necessary an accident form will be completed. The accident will be reported to the parent/carer when collecting their child.
- Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- All staff must be made aware of the children who have Individual Health Care Plans and what they contain.

Safeguarding

All club leaders are aware of the procedures for reporting safeguarding concerns. A member of the designated safeguarding team is on site or contactable whilst clubs are in progress.

Staffing

- All staff will adhere to the Newdigate Code of Conduct and all school policies.
- The maximum number of children will not exceed a ratio of 1 adult to 10 children unless there is an additional staff member or there are exceptional circumstances, in which case a teacher will also support the club.
- All After School club staff are DBS checked and must attend Child Protection induction and/or training.
- Staffing arrangements are considered in order to meet the needs of children who have special needs where possible.

Enquiries regarding bookings and payments: **01306 631353** (School Office)