



**DRAYCOTT & RODNEY STOKE  
CHURCH OF ENGLAND VA FIRST SCHOOL**



**Together Everyone Achieves More**

## **AFTERSCHOOL CLUB POLICY 2017**

### **Rationale**

The after-school club is organised by Draycott & Rodney Stoke First School. It is an extended school activity designed to allow children to be in school after school finishes from 3.15 until 5.30pm. Children have the opportunity to eat a snack and join in with activities on offer. They are also encouraged to be independent at these times and to make decisions for themselves through the choice of food and drink and to participate in informal activities with each other developing social and interactive skills.

### **Objectives**

- To provide a welcoming, safe, secure environment for pupils at the end of the school day.
- To enable pupils to have a snack in a relaxed environment.
- To employ caring supervisory staff
- To provide a calm play environment for those pupils.
- To provide an affordable service for working parents.

### **Organisation**

The after-school club is open to all pupils attending Draycott & Rodney Stoke First School and Year 5 pupils from Fairlands Middle School. It is open from 3.15 to 5.30pm. It is held in the school hall. The child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in the School Office. It is the responsibility of the parents to ensure that the office is informed of contact changes.

### **Use of registers**

Children are registered as they enter the club. The after-school club supervisor retains the registers. At the end of after-school club the supervisor tallies the numbers attending. In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

### **Staffing and supervision**

The children are adequately supervised at all times. All members of staff are DBS checked. At least one member of staff on duty holds a current first aid certificate. At least one member of staff on duty has attended a food hygiene course. A register is taken of all children attending. It is the responsibility of the parent to ensure that the children are collected safely from the staff. Parents are to contact Mrs Collins in the office to be booked into the club.

### **Food and Activities**

Children will be offered a variety of different foods. Healthy food such as fruit will always be available. Children are also able to bring their own snack along. Following snack a number of activities will be on offer for the children to participate in. These will include craft activities, sport and drama. When weather allows, children will be allowed to spend some time outside on the playground. All resources necessary for the club will be purchased through the school budget designated for such purchases.

### **Behaviour Policy**

Our Behaviour Policy will be broadly in line with the School's Behaviour Policy. Our Behaviour Policy will be based on a whole school approach of positive reinforcement and modelling of good behaviour. Children are expected to show a good standard of courtesy and behaviour at all times. If there are concerns with behaviour, then parents will be contacted. Ultimately exclusion from after school club will be the final sanction from such provision when all possible strategies have failed.

### **Pricing Policy**

The club costs £7.50 per session.

This fee is to cover the cost of:

- Staffing and Resources
- Food
- Equipment and day to day running costs.

Attendance will be recorded on ParentPay, where fees should be settled in accordance with our Fee Paying policy.

It may be necessary to change fees from time to time, however Parents/Carers will always be given at least one month's notice of this. Refunds are not given in the case of absence.

### **Contingency arrangements for staff absences and emergencies**

Arrangements for cover due to staff absence is organised by the office.

### **Fire Procedure**

Children should exit the hall and assemble outside the front door of the church. All registers should be taken and the children checked on arrival to make sure all are present. A second member of staff will join the group later to inform them if and when it is safe to re-enter the unit.

### **First Aid**

If First Aid is administered, the treatment given is recorded in the school First Aid record book. A note and/or telephone call will be made to inform parents of what treatment the child has received. Should any significant injury occur then parents will be contacted immediately. Medical help will be called immediately should the first aider deem it necessary.

### **Risk Assessment**

A risk assessment has been carried out for the after school club and can be found in the school office. This policy will be reviewed by the governing body as and when it is deemed necessary with changing circumstances and the extended numbers to the school.

**Review**

This policy will be reviewed by the school annually.

Signed..... Dated.....