

After School Club Policy - Lansdowne



Reviewed February 2019

Timings

After School Club operates from 3.15pm - 6.00pm (term time only) and current costs for each session are as follows:

Twilight Session 3:15pm until 4:30pm, £3

Late Session 4:30pm until 6:00pm, £4

Both Sessions 3:15pm until 6:00pm, £7

- **If you are late collecting your child, an extra charge of £1 will be incurred for every 5 minutes past 6:00pm.**

Admissions

- Only children attending Lansdowne Primary School are eligible to attend the Club.
- All places are subject to availability.
- An application and information form must be completed prior to the child's commencement at the club, containing information about the child's date of birth, address, health, contact details and persons who may collect child.
- Parents are made aware of how to access policies and procedures.
- Irregular users are welcomed provided there are spaces.
- All staff are made aware of the details of a new child.
- Children's attendance is recorded in a register and parents must sign their children out when they leave.
- Copies of the Club policy are available upon request and on the school website. All parents must complete a registration form for each child attending the club and sign an agreement to adhere to Club policy.

Arrival and departure

- EYFS and Infant children will be escorted by the class Teaching Assistant to the After School club.
- Junior children will walk to the after School club un-supervised.
- On arrival all children are marked on the register.
- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded.
- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.

- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- The club reserves the right to withhold children if the person collecting the child is not on the registration form or the parents have not informed the school of the identity of the person collecting. A password system will be used for this purpose.

Daily routine

At 3.30pm all children gather together in the hall area for a freshly prepared fruit snack. A Staff member will supervise the children at this time whilst the remaining staff member will prepare the next activity. After a snack the children will choose between Indoor 'free play activities' or Outside play (as long as it's dry).

3.45- 5.00pm: Craft activities facilitated by Play leaders (and free play available.) and Outdoor game facilitated by Play leaders (free play available)

5.00pm: Twilight club late snack

5:20pm: Quiet time

5.45pm: Staff and children tidy up

6.00pm: Last collection

6.15pm: Staff to leave

Safeguarding

Our school is a community and all those directly connected (staff, governors, parents, families and pupils) have an essential role to play in making it safe and secure. The school adheres to the KSCB Safeguarding Children Procedures April 2018. The full KSCB procedures document and additional guidance relating to specific safeguarding issues can be found on the KSCB website www.kscb.org.uk. You can find our Child Protection Policy on our website www.Lansdowne.kent.sch.uk

Behaviour

The Breakfast and After School Club will follow the Behaviour and Anti-Bullying Policy of the School

First aid

- All accidents will be recorded in an accident book, accurately reported to the parents/carer upon collection and signed by a member of staff and parent/carer.
- Accident records must give details of; Time, date and nature of the accident. Details of the child involved. Type and location of the injury. Action taken, and by whom.
- All incidents are dealt with by a qualified first aider. Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, Club leader will be informed of their absence.

Missing or uncollected children

Missing children:

In the event that a child goes missing, the following procedure will be undertaken:

Appropriate school staff will be informed of the missing child. Club Leader will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.

Uncollected children:

Parents will be contacted in the first instance by telephone. Emergency contacts will be contacted in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

Payment of fees

- If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible.
- Payments must be made in advance, either termly, monthly, weekly or daily. There are no exceptions to this as it is essential that the club is self-financing.
- If you are paying daily, payment must be made in the morning of that day.
- Payments should be made via card payment or bank transfer.
- Childcare vouchers are also accepted.
- To pay via bank transfer, please use the following details:

Bank name: Nat West Bank plc

Account name: Lansdowne Primary School

Account number: 94846421

Sort Code: 60-04-27

Ref: CHILDSNAME-ASCLUB

- Use of the club will be restricted if payment is not received.
- The Trust will implement its Debt Recovery policy when required.
- **If you are late collecting your child, an extra charge of £1 will be incurred for every 5 minutes past 6:00pm.**