

After School Club Policy



Westcott Primary school afterschool club is open to all children who attend the primary school.

Aims

- To provide care for children within the school community that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued.
- To provide a range of structured play activities to engage and stimulate the children.

Organisation

- The afterschool club is open Monday-Friday from 3.15pm-5:15pm.
- The club is available for children from Reception to Year 6.
- The club is located on the school premises. Parents collect their children via the school office and sign their child out via slip.
- Children will not be released with anyone other than the recognised parent/carer unless prior notice is given. A password will be held on file for each child which can be asked for from anyone collecting the children. If staff are unsure of the person collecting the child, the child will remain at the club until parents can be contacted.

Children will be taken to the hall for registration by their teacher or the older children will walk down by themselves. The children will be offered a light snack and drink. Children with any dietary requirements will be catered for. Typical activities will include:

- Art and craft activities.
- Sports activities and team games.
- Lego and construction.
- Board games.

We ask that no items are brought in from home as the afterschool club will not be responsible for any loss or damage.

Behaviour

The school rules and behaviour policy will be followed to ensure consistency for the children at the club. We expect good behaviour and respect for others. The afterschool club reserve the right to withdraw the service if a child's behaviour is unacceptable.

First Aid

The club has access to first aid and a member of staff will hold a current First Aid Certificate. All accidents will be recorded and reported to the parents/carers on collection. In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible

Safeguarding

All staff are trained in Child Protection procedures and follow the recording and reporting procedures identified in the Westcott Primary School Safeguarding Policy.

Booking

It is mandatory that pupils are booked into the After-School Club in advance on ParentPay. Bookings can be made until 3pm the day before the place is due. Children who are not pre-booked onto after school club will not be guaranteed a place and parents will be contacted to collect them.

Fees and Payments

The fee for Afterschool Club is £4.00 until 4:15pm and £8 until 5:15pm. There is no sliding scale for collection times.

Payment is to be made via the cashless system ParentPay unless otherwise agreed by the school.

Any ParentPay accounts which exceed £30 in debt to the school, without immediate payment or a payment plan, will not be able to access the After School Club service.

Late Collection from Afterschool Club

Collection after 5:15pm will incur an extra charge of £5.

Late collection fees will need to be paid immediately. Failure to do so will mean that your child will not be permitted to be booked in the future.

Cancellation

The only cause for cancellation would be school closure due to adverse weather conditions or problems with the school building e.g. no heating or water supplies. In the event of closure, a member of staff will contact parents as soon as possible. School closure through adverse weather conditions will be on the school website.

Refunds

When a child is reported absent in the morning or is sent home sick during the day of a booking, their club place will be automatically cancelled and fees refunded. No other cancellations will be accepted on the day. Cancellations can be made up to 3pm the day before.

The school will offer no refunds if your child fails to attend a pre-booked session.

Equal Opportunities

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equal Opportunities policy.

Complaints

All complaints will follow the school's Complaints Policy which can be found on the school website.

AFTER SCHOOL CLUB - BOOKING PROCEDURE

Operational Hours: These are during school term dates only and **exclude training days** at Westcott Primary School.

ALL CHILDREN MUST BE BOOKED FOR AFTERSCHOOL CLUB IN ADVANCE.

After School Club is available to book on parent pay.

After School Club will be available to book until **3pm the day before the place is due.**

The fee for Afterschool Club is £4.00 until 4:15pm and £8 until 5:15pm

All fees **must** be paid in advance online. We **do not** accept cash payments

By booking a place in the After-school Club you agree to the following:

- I agree to pay all fees in advance I have read and understood the After School Club Policy
- I agree that I must collect my child **on time** and may lose the place if this does not happen.
- I agree to pay an additional charge of £5 if I arrive after 5.15 pm.
- I agree to collect/make arrangements for my child to be collected if they are unwell
- Westcott Primary School after school club reserves the right to amend the terms/conditions and registration fees at any time.