

# Furness Vale Primary School

## After School Club Policy

### Aims

- To offer a safe, secure and friendly environment under the supervision of qualified staff.
- In accordance with the school's healthy eating ethos to provide a nutritious snack served in a relaxed and supervised environment.
- To enhance the community spirit embraced by Furness Vale School and to contribute towards the extended school role.

### Opening Times

The After School Club will open term time only on:  
Monday to Friday from 3.20pm to 5.30pm

Children to be collected promptly at 5.30pm please.

Failure to do so will incur an additional charge.

Parents may have a private arrangement with the After School Club Coordinator if pupils are collected after 5.30pm

### Staff

All staff and volunteers will be CRB checked and have had appropriate training.

The ratio of staff to children is in line with Government recommendations.

The staff will keep a list of all members of the After School Club and an attendance register will be taken daily.

### Fees and Payment

After School Club is offered to pupils of Furness Vale Primary School during term time.

In special circumstances, pupil from other schools may be accepted; this must be with the Headteacher's agreement.

The cost for the sessions are £2.75 from 3.20pm to 4pm, £3.75 from 3.20pm to 4.30pm, £4.75 from 3.20pm until 5pm and £6.25 from 3.20pm until 5.30pm per child per session, (which includes light snack). These sessions need to be booked at least a week in advance and no later than Friday morning of the previous week so we can ensure adequate staffing.

Payment is to be made either in advance at the time of booking or on the day.

After School Club reserve the right to refuse a child based on non-payment of fees.

If there are issues with paying fees parents must speak to the After School Club Coordinator or the Head teacher, as soon as possible, so a solution can be found.

### Policies and Procedures

School Policies relevant to the After School Club include: Equal Opportunities, Health and Safety, Whole School Food Policy and Behaviour Policy.

We expect staff, parents and children involved in the After School Club to adhere to a set of guidelines which parents will be asked to sign on registering with the club. A copy of this can be found in appendix 1.

On registering your child at After School Club you will need to complete the forms in appendix 2 which include details of emergency contact numbers, allergies and medical conditions and other key information. You will not be able to leave your child at After School Club without completing these forms first. Forms will be kept in a safe location by After School staff.

A booking form will be available in reception for parents to make bookings on a weekly basis.

The After School Club Coordinator, along with the Headteacher will make regular reviews of charges, provision and snacks.

## **Behaviour**

We expect children to follow the same rules and expectations in terms of their behaviour as we do in school. We follow the schools behaviour policy, a copy of which is available on the website or from the school office.

Where there are persistent problems with behaviour which can not be resolved by following the school policy we reserve the right to exclude a child from After School Club either on a temporary fixed term or permanent basis.

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## **Appendix 1**

### **Guidelines for Children**

We need to have rules at After School Club to keep everyone safe, healthy and happy. You will be expected to follow these rules:

- Follow adult instructions at once
- Be polite to everyone
- Respect other people's property
- Keep our hands and feet to ourselves
- Behave in a calm and quiet manner
- Develop responsibility by helping to clear away the things you have been using at the end of After School Club
- Do not leave the After School Club room once you have been signed in unless an adult gives you permission.

If you are not happy, or if you have a concern, please tell an adult who will be happy to help you.

If you have difficulty following these rules then you may be asked to leave the club.

### **Guidelines for Parents/Carers**

Please pay club fees promptly. If you have a problem paying the fees or your circumstances change, please talk to the member of staff on duty or the Headteacher. All matters will be dealt with as quickly as possible and with discretion.

In the unlikely event of us having difficulty with your child's behaviour we will contact you.

We agree the above guidelines and will support school in the running of a happy, safe and healthy After School Club.

Signed: (parent) \_\_\_\_\_

Signed: (child) \_\_\_\_\_