

Furness Vale Primary and Nursery 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 Primary and Nursery School and to contribute towards the extended school role.

Opening Times

The After School Club will open term time only on: Monday to Friday until 5.00pm. Children are to be collected promptly at 5.00pm. Failure to do so will incur an additional charge of £2.00.

All staff will have an enhanced DBS check 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 and Nursery 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

£4.00 until 4:00pm

£5.00 until 4:30pm

£6.00 until 5:00pm

These sessions need to be booked via the school office 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 weekly via ParentPay. 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 Leaders or the Headteacher, 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 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 collected from the school office.

On registering your child for After School Club you will need to complete the forms (available from the school office) which include details of emergency contact numbers, allergies and medical conditions and other key information. You will not be able to leave your child in our After School Club without completing these forms first. Forms will be kept in a safe location by After School Club Leaders. The After School Club Leaders, 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 school's behaviour policy, a copy of which is available on the website or from the school office. Where there are persistent problems with behaviour which cannot 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.