

Pray, Learn, Achieve and Celebrate Together



After School Club Policy

“Let everything you do be done in love.”

1 Corinthians 16:14

Written: September 2022

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This policy contains within it the After School Club provision available, regulations pertaining to the allocation and withdrawal of provision and the procedure for dealing with accounts which are in arrears.

Provision Available.

After School Club endeavours to provide a wide range of activities which cater for both academic, social and physical needs. Where staffing and resources allow, After School Club endeavours to provide four clubs per day, one of which is to be delivered by Premier Sports. When staffing cannot be fulfilled due to long-term illness or absence, or where there is lack of interest from parents and children, clubs may be withdrawn. In this event, children already allocated to withdrawn clubs will automatically be given a place within an appropriate alternative provision occurring on the same night.

Allocation.

After School Club letters advise parents that there is a limit of 20 children per club, due to staffing ratios and the manageability of activities. In situations where an activity requires a higher ratio of staffing, due to risk or the age of the pupils involved, numbers within such clubs may occasionally be advertised as restricted to 15 places.

In the event that more children apply for clubs than the spaces available, priority for allocation is given initially to those families requiring After School Club for childcare purposes due to work or caring commitments. If such families do not fill all spaces, subsequent allocation is prioritised on a first-come first-served basis.

Priority of allocation will not be affected by a child attending After School Club provision. Children are required to hand in letters to their class teacher and therefore will not be accepted through After School Club. Once handed in to class teachers, requests will be dated and timed in order to ensure that applications are dealt with in the order they are received. Once received by the school office, applications will be sorted by childcare necessity, relevant class priority and time collected before allocations begin. **Any applications received late of the deadline stipulated on the letter may not receive a place at After School Club.** In the event that a club reaches capacity and further applications are received, the child's name will be placed on a waiting list and they may receive a place should one become available.

Behaviour.

Children are expected to show the same standard of behaviour at After School Club as they would in the classroom environment. In the event that a behaviour incident occurs which poses a risk to other individuals within the setting, relevant children will be removed from club and supervised in an alternative area until 4.30pm, after which parents will be notified

at collection. As a result of such incident, children involved will be asked to miss the next session of that club as a consequence.

Behaviour incidents are logged by the After School Club manager, and are countersigned by any members of staff who witnessed the incident. If a child's name appears on the behaviour log three times within one half term, parents will be notified that their child will no longer be able to attend After School Club for a period of one school term. After this time, the situation will be reviewed in line with the child's behaviour within the classroom and, dependent upon discussion with relevant adults, the child will be entitled to apply for a place at subsequent After School Clubs.

Late Collection and Fines.

After School Clubs finish at approximately 4.25pm, after which the doors will be opened for parents to collect their children. Children must be collected by 4.30pm. Unless notified by a parent or guardian to advise of a valid reason for late collection, any children not collected by 4.30pm will be presumed to require childcare until 5.45pm and therefore will be subject to a charge of an additional £3.50. During this time, the school's procedure for dealing with non-collected children will be followed. (See below)

The Munch Bunch child care provision finishes at 5.45pm prompt and all children accessing this provision are expected to have been collected by this time. Unless parents or guardians have made contact before 5.45pm to advise of a valid reason for late collection, any child not collected by 5.45pm will be subject to a late collection charge of £5.00 and the school's procedure for dealing with non-collected children will be followed. (See below)

Events of late collection are always logged by the After School Club manager and countersigned by a member of the office staff on duty, in order to keep a permanent record. If any child is not collected by 5.45pm on three occasions within one academic year they will no longer be entitled to access The Munch Bunch provision until 5.45pm and must therefore be collected no later than 4.30pm for the remainder of the academic year.

School's Procedure for Non-Collected Children.

If a child has not been collected five minutes after their expected time of departure, a phone call home will be made by the school office to ascertain the reason for non-collection. If a reason is provided upon making the phone call, appropriate arrangements will be made. If no contact can be made, a further phone call will be made after an additional five minutes. If, at ten minutes after the expected time of departure, contact cannot be made with a parent or carer, contact will be made with the Duty Care Team at Social Services who will intervene and advise for all further action.

Non-Payment.

As stipulated on all After School Club correspondence, including initial club request forms and confirmation slips, payment for clubs is required before or on the day of the club in question. If payment is not received within three days of attendance at the club, a text message (or, where applicable, a letter) will be sent to parents or guardians reminding them of the balance due and the deadline for payment.

If the initial payment deadline is missed, one further text message or letter will be sent providing a final chance for payment and a further deadline. If payment is not received by the second provided deadline, which will be no sooner than two weeks after attending the provision, parents and guardians will be advised that their child's name has been removed from After School Club registers and they will no longer be able to attend the provision until all arrears are cleared.

Existing School Arrears.

In line with St Gabriel's School Debt Policy, any family with existing arrears on their child's school account, whether it be for school dinners, music lessons or nursery fees, is not entitled to access any extra-curricular activity which requires payment. Arrears are associated with families, rather than particular children. Therefore if arrears exist on the account of one child, all children from the immediate family will not be entitled to attend After School Club provision until arrears are cleared for all children. Once arrears are completely cleared, an application can be made for a place at After School Club, which will be granted subject to availability.

Non-Attendance.

With exception for when a child is not present due to a school-related activity, such as dual-site education, trips or sports matches, or sickness, children are expected to attend After School Clubs for which they have requested a place. If a child has an after school appointment and cannot attend, and the office has been notified, their place will be retained on the register. However, if a child has not attended three consecutive sessions of a club, and no contact has been made with the office to explain their absence, parents will be notified that their child's name has been removed from the After School Club register. This is in order to provide spaces for children whose names are on waiting lists due to initial non-allocation.

