



## **Newbottle & Charlton CEVA Primary School**

*Every Person Matters, Every Moment Counts  
'I can do all this through him that gives me strength'*

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**Chair of Governors:**  
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## **AFTER SCHOOL CLUB POLICY**

(Non-statutory – Annual Review)

<b>Adopted by the Resources Committee on [Date]:</b> <i>(As delegated by the FGB)</i>	15 October 2019
<b>Reviewed by:</b>	Resources Committee
<b>Date of committee review:</b>	15 October 2019 (no amendments)
<b>Chair of Governors Signature:</b>	
<b>Date of next review:</b>	October 2020



## **NEWBOTTLE AND CHARLTON CEVA PRIMARY SCHOOL AFTER SCHOOL CLUB POLICY**

Our aims:

- To provide a happy, welcoming place where all children are valued
- To help children be healthy
- To have strong partnerships with parents
- To ensure the safety and welfare of each child
- To offer a varied and stimulating range of play opportunities

### **Location of the After School Club**

The club sessions are held in the school.

### **Our opening times are as follows:**

We are open Monday – Thursday Term time only **3.15/3.30pm to 6.00pm**

**We have places for up to 30 children aged from 4 – 11years in each session. Children go to the room in school used by themselves. On arrival they are offered a drink and fruit followed by a more substantial snack and will be registered. The staff child ratio is 1:10 although there will always be 2 staff members present.**

### **Admissions Policy**

We are a fully inclusive club open to **ALL** children girls and boys. Should your child have any additional or special needs please record these on the registration form and speak to staff to ensure your child can be appropriately welcomed into the club.

### **Booking**

A completed registration form is required for each child attending the Club. We are happy to accept short notice/same day bookings when we have places available, places at the club are allocated on a strictly 'first come first served' basis.

Please contact the school office for place details. We cannot, however, guarantee the availability of a place.

## Payment

At the beginning of each new term we will provide you with a booking form for the coming term. Fees will be calculated on a ½ term basis and are payable in arrears. Invoices need to be paid within 14 days of receipt.

If persistent late payment occurs, a charge of 10% of the outstanding amount will be applied. **You will be able to pay for this with childcare vouchers if you receive them through your employer.**

Payments will be invoiced and are expected to be paid through the online SchoolMoney system or childcare vouchers. Cash and cheque payments are accepted but only in a minority of cases.

## Cancellations and Sickness

Please contact the school if your child will be absent through sickness or **any other reason**, as we are concerned when a child booked does not show up, & results in us checking with the class teacher to try and find your child. As you can imagine this takes time and causes worry for the staff and disruption for the other children. Should you wish to cancel your child's place at the club we will require one month's notice. If your child leaves the after school provision during ½ term without giving one month's notice, the fees for the whole ½ term in which s/he leaves will be payable. Any changes to session times require a month notice and unfortunately we are not able to offer financial compensation for non-attendance. Additional sessions are available but subject to availability.

**The club also reserves the right to withdraw the service if parents do not follow cancellation procedures or if payments are consistently late.**

## Going Home

You need to enter the school via the old front door.

It is important that parents/carers sign out their child on the daily register/collection sheet when children are collected.

We will challenge any person who comes to collect your child that you have not named on the registration form. Should you wish to change/add/delete a person's name to the list of who can collect your child/ren, please notify a member of staff. You must also provide a security password that may be used.

As we have to vacate the school by 6.00pm, please collect your child promptly. In the event of a delay in collecting your child please telephone as soon as possible.

**Late collection of children**, unless notified, will result in the club taking care of the child for half an hour after closure whilst continuing to contact all numbers given. If unsuccessful, the club is obliged to contact Social Services who will take responsibility of the child/ren and continue to try to contact parents until successful. The club is unable to care for a child who has not been collected within half an hour, due to legal requirements. Please note - the club is not insured for childcare

purposes after advertised closing hours. The club reserves the right to withdraw the service if consistent late collection occurs.

### **Snack Food**

Our snack food aims to offer a healthy balance. On arrival at the Club at 3.30pm the children are offered a drink and fruit this will be followed by a slightly more substantial snack- **sandwiches, fruit, cake, unlimited squash/water etc but you would be more than welcome to provide your child with their own packed tea. There would however be no reduction in price if you did this.**

Please ensure any allergies etc are written on eth registration form. You could also speak to the staff should your child have any special dietary requirement. Should your child be on a restrictive diet you may be asked to supply your child's snack food.

### **Behaviour**

We follow the school rules with regard to behaviour to ensure consistency for the children at club. We expect good behaviour from staff and children and respect for others. We use various techniques to encourage good behaviour including praise, rewards such as stickers and certificates. We use distraction techniques and discussion for unacceptable behaviour. We do not tolerate bullying or name calling.

### **After School Club Rules**

**We Do** - Respect each other, help each other, listen, share, have a good time & look out for each other, inside and outside the club.

**We Don't** - Climb on equipment, damage equipment, shout, swear or bully, fight with each other, go into areas that are "out of bounds", go outside the rooms without asking an adult.

**We aim to provide safe and stimulating play, whilst encouraging fair play within a sharing and caring environment.**

Newbottle & Charlton After School Club reserves the right to withdraw the service if a child's behaviour is consistently unacceptable.

### **Accident and Medical consent forms**

Should your child have an accident ie fall or bump whilst at club, trained first aid staff will offer appropriate treatment and complete an accident report form. You will be asked to read this and sign this form so we know you have been informed.

We will not administer any medication (except in an emergency) without your prior written consent. You will first be asked to complete a medical consent form before we can give prescribed inhalers or other medicine.

## **Indoor Activities at the Club**

Our programme of planned activities places emphasis on providing safe & fair play & aims to be creative, stimulating & varied within a relaxed friendly atmosphere. Each child is encouraged to make choices in their play activities in order to promote self confidence, independence and self esteem. Our weekly programme of activities may include:

- Art using various mediums and exploring cultural diversity
- Crafts using a wide variety of textures, materials and opportunities
- Construction toys
- Board games
- Sand play both indoors and outdoors
- Home Corner
- Fantasy play toys
- DVD (when wet)

## **Outdoor Play at the Club**

The Club has access to the village park; children are always supervised by at least one member of staff from the Club during outside play. Appropriate footwear is required before children are allowed to use equipment. We will try to offer children outdoor play every day for at least 20 minutes – dependent on weather and light. After this time children will then often have the choice between playing indoors or outdoors, providing the weather conditions are appropriate. Outdoor play will also include bat and ball games, team games, hoola hoops, skipping.

## **Sun Protection Policy**

We recognise the dangers posed to children by over exposure to sun. In hot weather parents are encouraged to provide a sun hat for their children. In hot weather staff will encourage children to drink frequently and stay in shady areas

## **Policies and Procedures**

The school policies will be followed in many cases - These include; Behaviour, Medication, Complaints, Safeguarding, Staffing, Finance, and Special Needs. Copies are available on the school website for parents to look at.

## **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 aim to achieve an environment free from discrimination and will endeavour to challenge both direct and indirect discrimination in our decision making, employment practices and service provision. We aim to treat all children and their families with equal concern and value.

## **Safeguarding Policy**

We have a responsibility for promoting and safeguarding the welfare of children. Our policy outlines our role and the procedures and guidelines we will use with the aim of protecting all children in our care from harm. Where necessary we will liaise with local and national child protection agencies and be led by local policies, guidelines and procedures. All staff receive regular child protection training.

## **Complaints**

The After School Club has a clear policy for complaints. If you are concerned about any aspect of the after school club, all complaints are to be referred to:

Mrs Smith – Headteacher, Newbottle & Charlton CEVA Primary School.

## **Staffing**

All staff will either hold a childcare qualification or have previous childcare experience.

All staff are required to undertake DBS checks, and prior to commencement of employment all staff have to supply two written references.

Staff are encouraged to undertake ongoing training as appropriate and we aim that at least half the staff hold a first aid qualification.

## **Commitment to parents/carers**

We value our relationship with parents and are committed to working in partnership with you to provide high quality play and care for your child.

### **We aim to:**

- Welcome you at all times to discuss our work, have a chat or take part in our activities
- Keep you informed about our opening times, fees and programme of activities
- Be consistent and reliable to enable you to plan for your child's out-of-school care with confidence and peace of mind.
- Share and discuss your child's achievements, experiences and friendships.
- Listen to your views and concerns to ensure that we continue to meet your needs.

## **Insurance**

The after school club holds full Public and Employer Liability Insurance so that all staff and children are insured against accident or injury.

## **Further Information**

If you require any further information about Newbottle & Charlton CEVA Primary School After School Club please speak to Mrs Smith, Headteacher, the school office or After School staff directly who will be happy to talk to you.