

Extended Services: After School Club Policy

Robins Lane Primary School
School Policy



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Extended Services: After School Club Policy

Terms and conditions of after school provision.

1. After School Club places must be booked in advance. Bookings must be made by 12.00pm each Friday for the following week.
2. From September 2020, there will be a maximum capacity of 22 places. This is subject to review in Autumn Term.
3. Concessions may be available for siblings (please see section 1 – Booking and Charging).
4. All adjustments to booking must be made by Friday 12.00pm for sessions booked in the following week.
5. Fees are payable weekly in advance, using ParentPay or childcare vouchers. Fees must be **paid in full by each Friday at 12.00pm** for sessions in the following week. Failure to pay fees in full by Friday at midday each week will result in sessions for the following week being cancelled.
6. In urgent or exceptional circumstances, sessions may be allowed to be booked without the required notice subject to availability and only if immediate payment is made by ParentPay.
7. In urgent or exceptional circumstances, sessions may be allowed to be booked on the day, subject to availability and only if immediate payment is made by ParentPay. However, no sessions can be booked after 2pm on the day, as registers, activities and snacks need to be prepared in advance.
8. If your child is not collected from school on time at 3.15pm and has to be put in to After School Club, you will be charged for the short session provision.
9. If your child is not collected on time from the short after school club session at 4.15pm, the charge for the full session will be payable.
10. If your child is not collected on time from after school club at 5.45pm, a fixed fee of £10.00 will be charged.
11. In the circumstance where pre-payments are not made as in point 8, 9 and 10, payment must be made within 24 hours. If payment is not made, no further sessions can be booked. We will endeavour to collect payment and should the payment not be made in full by the required date, we may refer it to St Helens Council Debt Recovery Section.
12. Once sessions are confirmed each Friday at midday, fees will not be reimbursed or credited to your account if any sessions are cancelled. This includes if your child is unwell or is absent from school for any other reason.
13. It is the responsibility of the parent/carer to inform Robins Lane staff if an adult other than the parent/carer is to collect a child.
14. Robins Lane requests a password to be provided for security when other unknown adults are collecting children from the provision.
15. All children must be collected by a responsible adult over the age of 16.
16. If children are unwell on site, the After School Club staff will seek medical advice if necessary. Parents will be contacted immediately if a child is unwell and will be asked for them to be collected.
17. If a child develops Covid-19 symptoms during the After School Club session, we will follow the schools' risk assessment and procedure.
18. Only children in Reception to Year 6 can access the provision. It is not available for children in Nursery.
19. Prices will be reviewed annually and may be increased in line with inflation.



1. Bookings and Charging

The After School Club Registration / Contract Form must be completed annually, at the start of each school year and, unless there are any changes to personal data throughout the year where an updated form will require completion, this form covers your child's permission to attend this provision for the full academic year.

Children must be booked into the After School Club in advance, and by each Friday at midday for sessions in the following week, to ensure a place is reserved and available. Children can only attend the booked session if the After School Club Registration / Contract Form is completed and the appropriate charges have been paid by midday each Friday, for sessions in the following week.

In the event that parents/carers need to request an urgent booking, this can be taken over the phone by calling the school office. However, this will need to be followed up with completion of the form as an urgent matter. Fees for urgent bookings must be paid immediately by ParentPay or we will be unable to provide the place. No urgent bookings can be taken on the day if the request is made after 2.00pm. Any adjustments to bookings need to be made by Friday at 12.00pm for the following week.

Current fees for After School Club, for the academic year September 2020 – July 2021, are £4.00 for a short session (3:15-4:15pm) and £8.00 for a full session (3:15-5:45pm). If booking more than one sibling to the full session, the concession rate of £6.00 will apply to the second sibling.

If parents/carers who have children booked in for the short session (3.15-4.15pm) collect children after 4.15pm, they will be charged at the full session rate.

If parents/carers are late collecting children from the end of After School Club at 5.45pm, a late collection fee of £10.00 will be applied. If parents are regularly late collecting their child, the place may be withdrawn.

Any additional charges incurred for late collections must be paid within 24 hours. If payment is not made within 24 hours, the following arrears recovery procedure will take place;

- No payment after 24 hours – reminder letter 1 issued
- No payment after 5 school days – reminder letter 2 issued
- No payment after 10 school days – final letter issued
- No payment by date specified in final letter – referral to St Helens Council Debt Collection Service will be initiated.

If we are currently awaiting payment for services under our arrears recovery procedure, we will be unable to book any sessions for any of our out of school extended service provision until full payment is made.

If parents/carers are going to be late due to unforeseen circumstances, please ensure that the After School Club Staff are telephoned on **07379 114810**.

N.B: If children are expected at the After School Club and they do not arrive at the prescribed time, staff will make appropriate checks to ensure the welfare of the child.

2. Behaviour and Discipline



At Robins Lane After School Club, we treat each other (children, staff, parents and carers) with respect and trust. We try to create a friendly and welcoming atmosphere that encourages children and adults to respect and value each other. We will always try to use praise as a way of reinforcing positive behaviour. We will try to prevent disruption by encouraging children to participate in the planned activities, or by suggesting alternative activities. We expect everyone to be honest and to talk about any problems being experienced at the club, with the Play Leaders, Mrs Miller and Mrs Hughes. We want to run a club in which we are all happy, safe and we have fun.

As Play Leaders and Play Assistants, we will always try to:-

- Communicate effectively with the children
- Be consistent
- Promote and encourage a learning process through discussion
- Have a positive attitude towards children
- Never "label" children
- Be clear about what is unacceptable behaviour
- Talk calmly to children to try to find the reasons for their behaviour
- Challenge discriminatory comments
- Share ongoing contact with parents / carers
- Follow our school behaviour policy

Examples of unacceptable behaviour at Robins Lane After School Club include:

Aggressive behaviour, bad language, discriminatory remarks, general name calling, stealing or any behaviour which may endanger self or others.

Sanctions applied in the case of unacceptable behaviour will take account of the individual circumstances of the situation. Sanctions must be given at the time. The child will be told why the behaviour is unacceptable and reasons for applying a particular sanction. (i.e.: to leave the activity for a particular amount of time).

The staff at Robins Lane After School Club want to be as consistent as possible when managing unacceptable behaviour. Parents can help by reinforcing club standards.

If your child is being bullied or is the victim of unacceptable behaviour by other children, please inform the staff, who will support your child in dealing with the situation. Alternatively, if your child's behaviour is unacceptable, we will discuss it with them and if it persists, with you. It may be necessary to restrict a child from a certain activity, or temporarily suspend a child from accessing the club. In circumstances such as these, we will contact you to discuss the situation and inform you of any action to be taken.

Should it be necessary, it is permissible to take minimum possible physical action, in an emergency, to restrain a child in order to prevent personal injury: either to a child, or other children, or an adult, or serious damage to property. In the event that such action is necessary, the following will happen:-

- An incident report, giving as full details as possible, is completed and signed by the play leader and any other witnesses.
- One copy of the report will be left in the school office.
- One copy will be passed to the Headteacher.



- The parent of the child will be contacted and apprised of the incident.

If a child's behaviour is a cause for concern, we may invite parents/carers to school to discuss this. In some circumstances, a child's place in After School Club may be withdrawn by school for safeguarding reasons.

3. Child Protection

Our After School Club staff will follow the schools' Child Protection and Safeguarding Policy. We will therefore implement policies for the protection of children that include Local Authority procedures and doing so will: -

- Adhere to the principle that all children have the right to be protected from significant harm or the likelihood of significant harm.
- Share information with the appropriate person / Designated Safeguarding Leader if the child is at risk because of emotional, physical, sexual abuse and neglect factors.
- Inquire and record any circumstances that indicate the child is harmed or is at risk from harm.
- Share concerns with the Designated Safeguarding Lead / Headteacher / Child Protection Agency, where appropriate.
- Seek help and advice from experienced colleagues if there is any uncertainty.
- At all times, record consultations and if there are concerns, pass information on to the appropriate agency.
- Involve parents and carers in decisions that affect them so long as these do not interfere with the child's rights.

As part of the registration form, you will be asked to name adults, over the age of 16, who can collect your child from After School Club. You will also be asked to provide a password to us, which we will ask the named adults if we are not familiar with them.

It is the responsibility of the parent/carer to inform staff if an adult other than the parent/carer, or the adults named on your registration form as authorised to collect, will be collecting your child. Any person collecting your child must be over the age of 16. If parents do not inform us that another adult is collecting their child, the child will not be released until the after school club staff have made appropriate contact with the parent/carer. This may mean further charges are incurred for the later supervision of children.

4. Confidentiality

All staff at Robins Lane After School Club work within a code of confidentiality.

If a member of staff has sensitive information about a child, parent or carer or other member of staff, which they feel is important that they inform someone else; they will inform the Headteacher. They will not share the information with any other member of staff, parent, or any other person unless given specific permission to do so.

After School Club follows the schools' GDPR and Data Protection Policy.

5. First Aid

It is the responsibility of all staff to take reasonable care in the prevention of accidents.

When in the care of After School Club, should a child have an accident, the child will be cared for by staff within the club. Both Play Leaders are first aid trained.



First aid equipment is kept in the school medical room and supplies are inspected and restocked regularly.

Activities using dangerous or potentially dangerous equipment, e.g.: cookers will have adult supervision at all times.

Should a child have an accident whilst attending After School Club, which in the First Aiders opinion requires medical attention, the staff will, by using the child's registration form, endeavour to contact parents. It is then the parent's decision as to whether or not the child should proceed to hospital. In the event that the parents cannot be contacted, then a member of staff will assume the responsibility and escort the child to hospital.

In a serious emergency, the staff would dial 999 and contact would be made with the parent.

If a child should have an accident of a minor nature while attending After School Club, the parent will be informed whilst picking up the child at the end of the session. A form completed by the play leader will be sent home with the child, including: nature of the accident, action taken, and any advice or recommendations that the play leader feels may be relevant. (A record is also kept on school premises.)

6. Illness

Children attending Robins Lane After School Club, who are taken ill, will be comforted and encouraged to rest.

If illness is thought to be serious or the child is unwell when the club starts, a member of staff will telephone the parent / carer or emergency contact, for the child to be collected.

Parents and Carers will be advised to ensure their child is well enough to return to school giving at least 48 hours to elapse following bouts of sickness and/or diarrhoea.

7. Medication

After School Club follows the schools' policy for administering medication.

All medication that is required to be stored on the premises must be clearly labelled in the container supplied by the G.P / Chemist, with the child's name and dosage required. Parents/Carers must have signed a Med1 form at the school office before handing in any medicines.

Staff administering medicine will sign a medication administration sheet. This information is required so that in the event of an emergency, emergency services will have full and clear details of all medication taken and times administered.

8. After School Club Staff

Play Leaders Mrs Rose Miller and Mrs Anne Hughes

Contact Number **07379 114810** (or by the school office on 01744 678503 if during the hours of 8am-4pm)