

GLADE PRIMARY SCHOOL MORNING AND AFTER SCHOOL CLUB



AIMS AND OBJECTIVES

- To provide childcare and a range of activities in a safe and familiar environment for pupils of Glade
- To deliver such provision before and after school each day during term time
- To improve the attendance, punctuality, concentration and attainment of vulnerable and underachieving groups
- To ensure that this provision is sustainable for the future by tapping funding sources, budget setting and liaising with parents
- To meet the needs as identified through an audit of parental views
- In line with the school's ethos and high standards, we aim to provide high quality, safe, fun, healthy activities to our pupils.

DESCRIPTION

We provide 32 places before school (8.00-8.55 am.) and 48 places after school (3.30-6.00pm.) for 3 -11 year olds.

Admission to Morning and After School Club will be provided by completing an application form; this can be obtained from the school web site - Parents Page. Parents can also request a copy of the application via the school email.

If no places are available children are placed on a waiting list. Priority is given to children with siblings already attending Morning/After School Club.

4 adults run the Morning club, whilst 5-6 are required for the After School Club depending on the ages of the children including the number of under-fives. Current staff are individuals already employed by the school to coordinate and run these clubs therefore, all adults would be suitably qualified in first aid, health and safety, child protection and will be DBS cleared.

8.00-8.55am Morning Club Entrance is via Harewood Drive into Lloyd Hall, where children will be provided with a choice of activities. Adults employed by the school supervise the activities. Although no food is served, children can bring in a healthy snack and drink. Children are able to use the toilets in the Lloyd Hall. At 8.55am children will be accompanied or sent to their classrooms depending on their age. Please note our school is a nut free school.

Activities to include:

Drawing and colouring activities

Table top games

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Reading and number games
Singing & dancing

3.30-6.00pm. After School Club: At the end of the school day children will gather in Lloyd Hall for registration. Children are provided with a healthy snack, fruit and a drink and offered a range of activities:

Activities to include:

Drawing and colouring activities
Table top games
Reading and number games
Singing & dancing
Small team games using bats and balls
Crafting
Use of computers for homework tasks

Sporting activities: During fine weather greatest use of the outdoors will be made, as the school is fortunate in having a field and outdoor play equipment. An adult(s) will supervise all activities.

FEES TO PARENTS

Morning Club	- £3 per child per hour
After School Club	- £5 (half session - up to 4.45pm) per child
	- £9 (full session - up to 6pm) per child

Payments must be made in advance; this can be done by:

- Direct Bank Transfer to the school
- Use of the Tax Free Child Care Account
- On Friday when collecting children from After School Club
- On Monday morning when leaving children at Morning Club.
- ParentPay: parents/carers will be informed when this method of payment is available along with details.
- 1 weeks' notice, in writing or via email to be given if a placement to be amended (with confirmation from the club this can be accommodated) or cancelled.

Failure to make payment in advance will result in your child's place being withdrawn.

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- Sessions cannot be changed or cancelled and must be paid for as booked
- Exceptions to the above will be if your child is off school unwell, attending a school trip or an invited Booster Class
- If you have signed up for a full session in the After School Club but remove your child early this will still count as a full session and will be charged accordingly
- Half sessions in the After School Club finish at 4.45. If you are late collecting your child, then you will be charged the full session rate

Leaving/Collection of Children

Parents should not arrive earlier than 8am for Morning Club.

Parents/carers should not arrive later than 6pm to collect their child(ren) from After School Club.

Parents/Carers who collect their child after 6pm are charged a higher rate to cover the cost incurred for staff staying. This is £5.00 per 15 minutes (in line with Whole School Late Charges).

Written permission will be required if a child is to be collected by someone between 14 and 16 years; persons under 14 will not be allowed to collect children.

Parents/Carers to contact and inform the After School Club if they are to be delayed.

Failure to collect a child, after consultation with the Head Teacher/Deputy Head Teacher, will result in the Supervisor contacting the Social Care Team and following the School's Procedure. (See appendix A)

It is the responsibility of Parents/Carers to ensure their contact details are up to date and correct.

Medical Care Plans/Asthma/Accidents

Copies of Medical/Auto Injector Pen Care Plans will be held by the Club Supervisor along with a list of children who have asthma inhalers in the school.

If a child attending After School Club has an Auto Injector Pen in school, then the one held in the office will be taken to the Club each night by the Supervisor and returned to the office at the end of the Club session.

Protocols on Care Plans will be followed. Parents/Carers will be immediately informed if any action is taken in respect of Care Plans.

A generic asthma inhaler will be kept in the Club for emergency use and its use recorded. This can only be used by pupils who have an Asthma Care Plan and consent given for its use.

Incidents or accidents will be recorded and kept by the Supervisor or the person covering this role.

The Schools First Aid procedures will be followed. Responsibility for following these guidelines will fall to the Supervisor or the person covering this role.

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MANAGEMENT

The Head Teacher will have overall responsibility for both the Morning and After School Clubs.

EQUAL OPPORTUNITY

The clubs will promote a safe learning and caring environment that demonstrates respect for all children regardless of ability, gender, special needs, race, culture, religion, ethnic origin or socio-economic background. This provision will adhere to the school's policies for race equality, special educational needs and access.

HEALTH AND SAFETY

For both clubs School Policies and Procedures would be adhered to in relation to evacuation procedures, invacuation, first aid, incidents, accidents etc. Copies of the policies are available on request. The school's current policies already cover all activities based at the school outside of school session times.

Behaviour

The School's Behaviour Policy will apply.

Covid Risk Assessment

We follow the guidelines as set out in the whole school Covid Risk Policy, a copy of which can be found on the school web site.

As an accredited Rights Respecting School, we are a community where children's rights are learned, taught, practised, respected, protected and promoted. Pupils will develop a deeper understanding of the UN Convention on the rights of the Child, with particular reference to Articles 6, 23, 24, 29 & 31.

DATE OF ADOPTION: July 2021

DATE OF REVIEW: July 2022