Sir Edmund Hillary Academy
A L.E.A.D. Academy

After School Club organisation and protocols (Club Ed)

This club operates under the umbrella of Sir Edmund Hillary Academy and fully adopts all policies and procedures currently in place at the school.

Organisation:

After school Club is open between 3:30am and 6pm and is located in a KS1 classroom. The club is available for pupils from Rec to Year 6.

Children can attend for a part or whole session.

- Monday – Friday 3.30pm – 4.30pm: £6.50 per child (half session)
- Monday – Friday 3.30pm – 6.00pm: £13.00 per child (full session)

Children attending a full session from 4.30pm-6.00pm will be served a snack, e.g. a sandwich and cookie.

The school operates a 1:15 staffing ratio for pupils in Year 1 to Y6 and a 1:8 ratio for pupils in Reception. All staff hold fully updated DBS and safeguarding checks. A staff member has completed the Emergency First Aid training. At least one staff member will have Basic Food Hygiene Certification. Resources are kept securely in school and all electrical equipment is PAT tested before use, unless new and under 12 months of age.

Booking:

Bookings are made and **paid for in advance** with **at least 24 hours working days notice** (the night before is not adequate 24 hours notice, for example if you wish your child to attend on Monday morning, Friday booking is needed. If you wish you child to attend Tuesday morning, Sunday booking is needed). **Block bookings on termly basis are preferred**. Booking applications are completed on the online booking system - School Comms. Applications are reviewed and places are allocated ahead of time. If the club is oversubscribed you will be notified that there are no places available. The school employs staff to run the provision and therefore pupil numbers must be consistent and planned for to ensure staffing is at an appropriate level for ratios of different age pupils and appropriate food amounts are purchased.

Once ratios are reached, the club is considered full no more bookings will be taken.

Payment

Payments are to be made via your School Comms account. Please note: **YOU MUST PAY IN ADVANCE OF YOUR CHILD ATTENDING-** If payment is not received, allocation will be cease and your child will not be able to attend. Due to the need to pay and book places in advance so that levels of staffing can be organised and food purchased, we will be unable to offer a refund if a child does not attend.

However, if school is closed for unforeseen circumstances, the club will not run refunds on these occasions will be given or payment may be carried forward to the following half term.

Registration / Arrival:

A register of the children will be used from the online booking and these children will be collected from their classroom at the end of the school day by a member of the after-school staff and taken to the KS1 classroom where the club is held.

In the event that a parent has failed to collect their child at the end of the school day, a parent or carer will be contacted. They will be cared for, for a limited time at the main reception until the parent arrives. If this is for longer than 15 minutes, and there is adequate staffing, the children will be placed in after school club and a charge will be made at either half or full session.

Collection:

The children will be collected via the side gate on the left had side of the main drive. Parents will access via the school intercom. On collecting their child/ children they will have to sign. Only agreed adults can collect.

Menu:

Children attending a full session from 4.30pm-6.00pm will be served a snack, e.g. a sandwich and cookie.

Activities and Resources:

A varied range of activities can be enjoyed. Children get the chance to play and enjoy lots of different activities which are planned in conjunction with the children and staff. This includes a mix of indoor and outdoor activities to suit different interests including baking, crafts, role play, sports, games and sensory play. These include organised games, board games, reading, Lego etc. Resources are stored safely and are subject to the school's Health and Safety monitoring and PAT electrical testing. The school accepts no liability for damage to clothing whilst in our care under any circumstances.

Safeguarding

Staff follow existing school policies and procedures for safeguarding and child protection. In addition, the school's fire procedures are fully adopted by Breakfast Club. Any information and details regarding your child will be treated as confidential. However, under our safeguarding policies, there may be times, for example in cases of child protection concerns, when details of your child may be passed on to other appropriate and authorised agencies. For example (but not limited to) Police, Social Services and Health Care Professionals. Under the e-safety policy, your child will not be permitted to use his/her mobile phone during sessions and staff will safely deposit phones in a secure place returning them at the end of the session.

Medication

Staff follow existing school policies and procedures for administering of medication. Other than emergency medication on a child's Health Care Plan, no other medication will be administered by After school club staff. If a child has medication that requires trained staff e.g. Diabetic medication, a trained staff member will be available.

Behaviour

After school adopts the policies of the school with regards to Behaviour and Exclusions. If it becomes necessary to exclude a child, you will be liable to pay for the cost of the session. Staff should be treated with proper respect and any behaviour deemed violent or abusive is unacceptable. In any such circumstance, the above Exclusion and Behaviour Policy will apply.

Communication with Parents

Staff will communicate verbally with parents/carer. Should staff need to communicate with parents following a session, this will be done at collection or by liaising with the child's class teacher. Each child's details, medical conditions, parent contact details and additional emergency contact information are kept on the school system which is accessible to breakfast club staff and physical copies kept in the school office.