



**Hilderthorpe**  
**PRIMARY SCHOOL**

Aiming High ~ Reaching Higher

## After School Club Policy

**Policy Reviewed: November 2023**

**Approved by Governors: November 2023**

**Policy Review Date: November 2025**

## AFTER SCHOOL CLUB POLICY AIMS

To provide a secure, welcoming, after school facility for children to eat a healthy snack, improve their social skills and have a positive impact on improving their learning.

### Objectives

- To provide a welcoming, safe, secure environment for pupils at the end of the school day.
- To enable pupils to eat a healthy snack at the end of the school day in a pleasant, relaxed environment. To develop their social skills to an age appropriate level in a positive way;
- To maximise the impact of caring supervisory staff
- To provide a calm 'learning through play' environment for those pupils by the planning and delivery of a range of different age-appropriate learning opportunities;

### Procedures - Staffing

- After school staff must be prepared for the entrance of children into the after school club room at 3.15pm
- All after school club places are pre booked via the office to ensure that children are on the register
- All children must be collected by an adult from the after school club door
- Children in upper KS2 who walk independently have to inform the school office prior to them attending
- A snack (sandwich with a choice of filling, biscuit and fruit) is provided by ourselves and we are responsible for the quality of this service. This service will be monitored by the School Business Manager.
- The Club Leader will be responsible for planning the programme of activities and for assessing the quality of the delivery of that programme by other Club Staff.
- All children attending the after school club are expected to eat a snack.
- It is expected that the Behaviour Policy of the school will be consistently applied by all staff.

### Contingency arrangements for staff absences and emergencies

- If a member of staff is absent, it is expected that the procedures for reporting absence will be followed.
- Any planned cover must have been requested under the terms of the Miscellaneous Leave Policy Booking arrangements

Parents must complete the appropriate form to register their details at least the day before they attend for the first time. There is a xxx charge for the after school club.

### Use of registers

- Children are registered as they enter the after school room.  
Newcomers are added to the register on booking.
- The Club Leader will retain the registers.
- At the start of the club the Leader tallies the numbers attending.

If a child fails to register, contact will be made with parents within 15 minutes of the start of the club.

- In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

#### Organisation

- After School club is open to all children from Reception to Year 6 from 3.15 pm to 5.00 pm. It is held in the Hub.
- Pupils to be collected by a responsible adult
- Pupils leave the building through the hub door
- Pupils are discharged by the supervisors who register the children, help the younger children with their outer clothing and bags. Children must be handed over to a responsible adult unless they have prior permission to walk home alone (UKS2 only).
- Children then decide what they would like for a snack and take it to the table.
- As each child finishes their snack they clear away their crockery and cutlery then leave the table where activities are laid out.
- Emphasis is laid on good table manners and quiet behaviour throughout.
- Children must use the hub toilets if necessary.
- All activities are cleared up at 5pm so that the children may leave the hub collecting their coats and shoes from the coat pegs.
- The child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in the School Office.
- Parents are expected to collect children from the hub external door.

#### Communication with Parents

- Verbal communication with parents/carers bringing children must be positive – the intention being to ensure that children have a calm and enjoyable experience.
- Parents may make appointments with the Club Leader to discuss matters pertaining to the After School Club.

#### Fire Procedure

- Children should exit from the hub through the outside door and assemble on the playground. Should this entrance be unavailable, the other available exits from the hub must be used.
- All registers should be taken and the Fire Warden informed when the children have been checked off and are present.

#### First Aid

- If First Aid is administered, the treatment given must be recorded on an incident form
- If necessary, the parent must be notified to inform them of the incident.

#### Medication

- It is expected that the medicines and Asthmas Policies will be adhered to.

#### Activities

A range of activities will be provided to extend and develop children's skills when they have eaten a snack. These will be differentiated in accordance with the age and interest levels of the children and may include jigsaws, reading materials, colouring, board or mat games for pairs or small groups. There may also be physical activities and links to leading a healthy

lifestyle. The television will not be used unless this is to show exercise/yoga/stories for children. Chrome books may be used to support reading plus and TTR time beyond the classroom. This time must be limited to 30 minutes screen time and only used for this purpose.

#### Environment

The safety and management of the environment is the responsibility of the After School Club Staff.

Any spillages etc must be removed promptly.

All equipment must be cleared away at the end of the session, including mops/brushes so that the hall can be used for alternative purposes.

#### Confidentiality of documents

Confidential documents are kept:

- In school office

#### Complaints

All complaints notified in writing by a parent of a child attending the After School Club will be investigated by appropriate staff of the school, the outcomes of which will be informed to parents.

#### Inappropriate behaviour by children

Individual incidents of inappropriate behaviour by children will be dealt with by After School Club Staff using the school behaviour policy and procedures (traffic lights). Any repeated unacceptable behaviour will be documented and submitted to appropriate school staff so that a course of action can be determined.

#### Behaviour by Adults in After School Club

Hilderthorpe Primary School Code of Conduct will be observed when supervising children e.g. quiet and calm voices, appropriate language, correct supervision. All After School Club staff are accountable and responsible for the consistent application of this policy.

#### Payment

After school club is charged at £5 per child, per session. Payment should be made in advance of the session. If arrears reach £50 a payment plan will be introduced and the place may be withdrawn until payment is made.

<b>Headteacher:</b>	Mrs S Hall	<b>Date:</b>	November 2023
<b>Chair of Governing Body:</b>	Rev R Hare	<b>Date:</b>	November 2023

