

St. Mark's, Elm Tree
Church of England, Voluntary Aided Primary School



After School Club Policy

The policy was reviewed and amended during the autumn term 2016.

Approved by governors in October 2016.

Chair of Committee: _____

Date: _____

St. Mark's, Elm Tree CE VA Primary School

After School Club Policy

Mission Statement

At St Mark's Elm Tree CE VA Primary we will:

- ◆ Welcome everyone
- ◆ Build Christian values and worship into our teaching
- ◆ Establish strong links between home, school and community
- ◆ Endeavour to reach our full potential and celebrate our achievements
- ◆ Care for, encourage and respect each other
- ◆ Support each other to stay safe, healthy and make a positive contribution to our World

Our school is a place where every person has the right to be themselves and to belong and learn in a safe and happy environment. Everyone at our school is equal and treats each other with respect and kindness. We do not tolerate bullying.

Aims and Objectives

- ❖ To offer a safe, secure and friendly environment in which children, from Year 1 to Year 6, can enjoy after school provision under the supervision of qualified staff.
- ❖ To enhance the community spirit embraced by St Mark's Elm Tree CE Primary School and contribute towards extended school provision.

Opening Times

The After School club will be open term time only, Monday to Friday, 3.15pm until 5.30pm.

Members of Staff

- ❖ Mrs Henderson
- ❖ Mrs Mackinlay
- ❖ Mrs Dobson

All staff are DBS checked and are first aid trained.

The ratio of staff to children is in line with Government recommendations.

Fees and Payment

The cost of After School Club is £4.00 per session. No commitment is required, however payment (in cash only) is to be paid either in advance or on the day. Non-payment of fees will result in a child not being able to attend.

Register

A list of all members of the After School Club will be kept and maintained, and a register of attendance will be taken on a daily basis.

Structure of the Club

A snack and drink will be provided for each child. The children will then have the opportunity to complete any homework before structured activities will commence.

Policies and Procedures

School policies relevant to the After School Club include Equal Opportunities, Health and Safety, Whole School Food, Behaviour, Safeguarding and Administration of Medicine. The schools mobile phone protocol is also applicable.

Parental/Pupil Feedback

The school value parental and pupil opinions and will welcome feedback on how the Club is run.

The school Complaints policy is published on the school website, however in line with school policy please inform Mrs White, Senior Administrator of any concerns, in the first instance.

Guidelines for Children, written specifically for the pupils attending

We need to have rules at the After School Club to keep everyone safe, healthy and happy.

You will be expected to follow these rules:

- ❖ Follow adult instructions at once;
- ❖ Be polite to everyone;
- ❖ Respect other people's property;
- ❖ Keep our hands and feet to ourselves;
- ❖ Behave in a calm and quiet manner;
- ❖ Do not leave the After School Club room once you have been signed in unless an adult gives you permission.

If you are not happy or if you have a problem, please tell an adult who will be happy to help you.

If you have difficulty following these rules then you may be asked to leave the Club.

Guidelines for Parents/Carers

Please pay fees promptly. Failure to pay could result in your child losing their place. If you have a problem paying the fees or your circumstances change, please talk to a member of staff at the Club or Mrs White, Senior Administrator. All matters will be dealt with as quickly as possible and with discretion.

In the unlikely event of us having difficulty with your child's behaviour we will contact you. If your child does not follow the rules of the Club, then after consultation with you, and due warning, the child's place will be removed.

Please ensure that you collect your child promptly. If you fail to collect your child at, or before, 5.30pm, then your child will lose their place.

If you would like your child to attend the After School Club please contact school on stmarkseltree.school@stockton.gov.uk and ask to speak to Mrs White, Senior Administrator.