

Bangor Central Integrated Primary School After School Club Policy

Aims

- To provide an affordable after school childcare facility for parents/carers of children in Years 1-4
- To provide a welcoming, safe and secure environment for pupils at the end of the school day
- To provide a range of structured play activities, enabling children to engage and learn with children from other year groups

Organisation

- After School Club runs from 1.55-2pm Monday-Thursday for children in Years 1-3 and After School on Wednesday and Thursday for children in Year 4
- The club is available for pupils from Year 1 to Year 4
- Each child's details, including medical conditions, are kept in the After School Club file
- Bookings are made and paid for in advance on a weekly basis via SchoolMoney
- Children are registered with After School Club staff when they arrive and the register is kept in the After School Club file
- Children must be collected by a responsible adult at 3pm

Staffing

- Staffing follows the ratio of 1:10
- Staff collect children from their classrooms at 1.55pm/2pm
- Any children who have not been collected at 3pm will be taken to the school office
- When all children have been collected, staff complete a tidy up of resources
- A cover rota will be established in the case of staff illness

Safeguarding & Health and Safety

- In accordance with safeguarding arrangements, all staff involved in the running of the After School Club, either in a paid or voluntary capacity will have current AccessNI clearance.
- After School Club staff follow existing school policies and procedures for safeguarding and child protection

Catering

- Children will be provided with a snack and a drink

Fire Procedure

- In the event of a fire, children and staff will follow the normal school procedures, leaving the GAMB in an orderly way via the closest exit
- Staff and children will congregate in the school playground between Mobiles 1 and 2
- The After School Club register will be taken outside by the After School Club staff and all names checked

Communication with Parents

- Staff will not be expected to pass messages between parents/carers and teachers

Medication

- Children who require inhalers must know where they are stored in their classroom
- Children with epi-pens must have a medical Action Plan displayed in the GAMB with information regarding access to their epi-pen
- Allergy information should be updated regularly
- Allergies and other medical information will be collected via pupil registration forms and these will be kept in the After School Club file
- All other medication administered will follow the existing school policy

Behaviour

- Staff and children will work together to establish After School Club rules; these will be reviewed as new children join the club
- After School Club will follow our whole school behaviour management plan focussing on positive behaviour management strategies in order to promote children's welfare and enjoyment
- In the event of negative behaviour occurring, staff will explain to the child why their behaviour is unacceptable and the consequences of any further such incidents. Wherever possible, staff will also try to discuss concerns with parents at the earliest possible opportunity.
- Persistent unacceptable behaviour from a child may result in the parents being requested to withdraw their child from the Club.

Cancellation

- The only cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies
- In the event of closure parents/carers will be contacted via text on their primary mobile number as early as possible

Initial Admission

- Parents and carers wishing to reserve a place for their child/children must first complete an online registration form
- They will be advised by text message when SchoolMoney booking is live

Fees

- Fees are set according to the setting's costs.
- We expect parents/carers to book and pay for sessions in advance, before the start of each week.
- Each pre-booked session will cost £2.00. We reserve the right to review this at the beginning of each academic year.
- If sufficient places have not been booked to maintain the financial viability of the setting we reserve the right to close After School Club until the beginning of the next month.

Payment

- It is necessary to organise levels of staffing and purchase food in advance, therefore places need to be booked and paid for in advance.
- We are unable to offer a refund if a child does not attend.

- However, if the school cancels the club, a refund will be offered or the chance to carry payment forward into the next week

Form Completion

- Parents/carers will be asked to complete all the necessary forms and consents when registering their child/children with the setting.
- Parents/carers must not knowingly book their child into a session they will not then attend.
- Sessions should be booked each week in advance using our session booking form.
- Parents and carers will be notified via text message when booking is available.
- This will ensure that appropriate staffing levels can be managed and that the After School Club remains financially viable.

Complaints

- All complaints will follow the school's complaints policy