

Our aims

By providing before and after school clubs we intend to:

- Enable children to sample from a range of activities and pursuits that will help them choose leisure activities for adult life
- Enable children to have fun and enjoy a broad range of activities
- Enable children to extend their enjoyment of particular areas of learning through more in-depth study and activity
- Encouraging children to develop friendships between age groups and work together cooperatively
- Offer parents and families a safe and nurturing environment providing wrap around childcare to support busy lives.

Our clubs

Our extra-curricular activities fall into the following categories:

Breakfast Club (BC)

Runs from 8.00am until 8.55am

After School Club (ASC)

Consisting of:

After school activities run by teaching assistants

These normally run from 3.15pm to 5.15pm

Additional after school activities run by teachers and teaching assistants.

These normally run between 3.15pm and 4.15pm

After school activities run in conjunction with external providers

These normally run from 3.15pm to 5.15pm

1:1 tuition and curriculum booster classes

These normally run from 3.15pm to 4.15pm

Breakfast Club (BC)

Children are able to come into school from 8.00am onwards, thus encouraging good attendance and punctuality. They are provided with a choice of juice, milk, fruit, cereal and toast. Games are made available to the children and they are encouraged to socialise and work with one another in a relaxed and informal environment whilst being prepared for the school day. Places must be pre-booked for breakfast club through the school office. Nursery children are currently not able to attend breakfast club.

After School Club (ASC)

After school club is planned to offer a range of enrichment activities appropriate to the age of the children and the time of year. The activities are broken up into a core offering in the main ASC, provided by teaching assistants and support staff, and additional activities provided by teachers and external providers.

Core ASC activities led by teaching assistants

- The core ASC offering which consists of a range of timetabled activities across the five school days. (See below) This offering should be adhered to at all times, except in exceptional circumstances, and only then after consultation with the ASC manager or SLT.
- The first 30 minutes of every night is set aside for quiet reading, homework and maths activities. This is a **non-negotiable** element of the ASC core offering for both children and staff. This does not apply to children who are attending additional ASC clubs during this time.

Core ASC offering 2016

	Core offering
MONDAY	Art & Design
TUESDAY	Board games
WEDNESDAY	Music
THURSDAY	Computing & Code Club
FRIDAY	Movie night

- Children are provided with a healthy snack and a drink, usually consisting of fresh fruit, milk, water or sugar free juice. Individual dietary requirements can be catered for and discussed with ASC staff.

- If parents wish their child to have more than a snack at this time, they can of course provide their child with a healthy packed meal.

Additional teacher and teaching assistant led activities

- Activities are offered by teaching staff in five week blocks which are altered on a half termly basis to encourage the children to try a range of activities and sports.
- Teacher led activities are booked through the school office using the ASC form.
- The teacher led ASC offering is confirmed at least two weeks before the end of the half term proceeding the activities, and places are confirmed at least one week before the end of the half term.
- All teacher led clubs start in week 1 of the half term and run for five weeks.
- All teacher led clubs fall under the ASC umbrella, and are therefore charged at the same rate.

Teacher and external provider activities

- External provider activities, such as gymnastics, can vary in time and frequency from teacher led activities.
- All external provider activities also fall under the ASC umbrella, but additional charges may be incurred depending on the activity booked.

1:1 Tuition and Booster Classes

- Booster classes and 1:1 tuition sessions are arranged by class teachers to support children in curriculum areas, and as such are not charged.

After School Club Procedures

Most ASC places should be booked and paid for in advance in the school office. In the case of emergencies, some additional places are kept free on the register and can be booked by telephone on the day of the club, but this only to be used in exceptional circumstances.

All ASC staffing levels should be passed with the SBM prior to the club commencing to ensure appropriate levels of cover and supervision.

School office staff distribute a main ASC register to the ASC staff at 3.00pm each day, which is then given to all classes to ensure that all ASC children are transferred to ASC effectively.

A register is also required to be taken at the start of every session to ensure all children are counted for. As this is potentially a safeguarding issue, any children who have been booked in but are not present and registered should be reported to the school office **immediately** for investigation.

A member of school staff will be available for the duration of the club in case of emergency and also to ensure that all children have safely exited the premises at the end of the club. All club staff must have completed a CRB check and these must be logged on the school's register with the Business Manager. This includes all external providers.

In the event that ASC staff are absent or unable to work their shift, the SBM should be informed as soon as possible in order to organise the required cover. All staffing arrangements for ASC should go through the SBM.

To allow parents to contact school in the event of an emergency, the school office should be responsible for all incoming calls until 4.30pm. Once the office closes, responsibility for answering all incoming calls is transferred to the ASC staff until all children have been safely handed over to their parents. At that point, ASC staff switch the phone system to night mode. **Under no circumstances should the telephone system be switched to night mode before the last child has left the building.**

Enabling Opportunities

Clubs are advertised to all children from Reception to Year 6. Some additional clubs are offered to specific year groups or key stages. Some more popular clubs operate waiting lists. Details of these clubs are available from the school office.

When barriers to children participating exist we try to overcome these by:

- Subsiding clubs led by external providers and teaching staff so that children experiencing financial difficulties can attend.
- Operating a 'lucky dip' system for choosing attendance at over subscribed clubs.
- Enabling lunch time clubs to run for those children who are unable to stay after school.
- Ensuring that a member of staff is always available to deal with special needs issues should they arise.
- Addressing any other needs that might require adaptation of the school environment.

All club leaders are required to maintain a list of children with special needs and health issues. Special arrangements may be made for these children in discussion with the school leadership team.

Health and Safety Considerations

It is the responsibility of the ASC manager and all ASC staff to ensure that every half term there is a reminder about:

- Procedures in the case of a fire.
- Procedures in terms of an accident that requires first aid.
- Rules for moving around the school building - particularly arrangements for going to the toilet - and areas which are off limits.
- Expectations of behaviour.
- Arrangements in case a club as to be cancelled.
- Health and safety arrangements regarding food hygiene.

All Club leaders should ensure that:

- They have medical details and contact numbers available for all children attending the club in the school office.
- They are familiar with the school health and safety policy.

School leadership should ensure that:

- Up to date contact forms and permission slips are received and filed, including details on pick ups and travelling home arrangements.
- CRB checks have been completed on all ASC staff and providers.
- ASC are clear about the expectations regarding their role.
- Procedures are followed correctly.
- There is always a first aider on site when a club is taking place.
- They have completed the appropriate risk assessment for any club taking place.

Charging

The cost of clubs is kept to a minimum. The core offering and teacher led activities are charged at the following rates:

Jan 16	From Feb half term 2016	From Sept 2016
£2.20 per hour	£2.50 per hour	£3.00 per hour

The increase in rates across 2016 in stages is designed to support families who need to use the club for childcare purposes. Subsidies and support may also be made available by arrangement through the Pupil Premium allocation.

All charges are inclusive of childcare, activities, resources, food and drink.

NB. Clubs provided by external providers may charge higher rates.

This policy will be reviewed annually in the Spring term.