

# Glade Primary School



## MORNING AND AFTER SCHOOL CLUB

Growing, Learning & Achieving with **Dedication & Enthusiasm**



**Last reviewed on: 25.05.23**

**Next review due by: 01.06.24**

## **AIMS AND OBJECTIVES**

- To provide childcare and a range of activities in a safe and familiar environment for pupils of Glade.
- To deliver such provision before and after school each day during term time.
- To improve the attendance, punctuality, concentration and attainment of vulnerable and underachieving groups.
- To ensure that this provision is sustainable for the future by tapping funding sources, budget setting and liaising with parents.
- To meet the needs as identified through an audit of parental views.
- In line with the school's ethos and high standards, we aim to provide high quality, safe, fun, healthy activities to our pupils.

## **DESCRIPTION**

We provide **30** places before school (7.45am-8.45 am) and **30** places after school (3.30 - 6.00pm) for 4 -11 year olds.

Admission to Morning and After School Club will be provided by completing an application form; this can be obtained from the school website Parents' Page:

<https://www.glade.redbridge.sch.uk/before-after-school-club>

Parents can also request a copy of the application via the school email:

[parentinfo@glade.redbridge.sch.uk](mailto:parentinfo@glade.redbridge.sch.uk)

If there are no places available, children are placed on a waiting list. Priority is given to children with siblings already attending Morning/After School Club.

2 adults run the Morning club; 2 adults run the After School Club. Current staff are individuals already employed by the school, therefore, all adults are suitably qualified in First Aid, Health and Safety, Child Protection and have enhanced DBS clearance.

**7.45am-8.45am Morning Club** The entrance is via Harewood Drive into the Lloyd Hall, where children will be provided with a choice of activities. Adults employed by the school supervise the activities. Although no food is served, children can bring in breakfast. Children use the toilets in the Lloyd Hall. At 8.45am children will be accompanied or sent to their classrooms depending on their age. Please note our school is a nut free school.

### **Activities include:**

Drawing and colouring activities

Table top games

Reading and number games

Singing & dancing

**3.30-6.00pm. After School Club:** At the end of the school day children will gather in Lloyd Hall for registration. Children are provided with fruit and a drink and are offered a range of activities:

**Activities include:**

Drawing and colouring activities

Table top games

Reading and number games

Singing & dancing

Small team games using bats and balls

Crafting

Use of computers for homework tasks

**Sporting activities:** During fine weather greatest use of the outdoors will be made, as the school is fortunate in having a field and outdoor play equipment. An adult(s) will supervise all activities.

**FEES TO PARENTS**

Morning Club	£5 per child
After School Club (half session – up to 4.45pm)	£7 per child
After School Club (full session – up to 6pm)	£12 per child

**Payments must be made in advance;** this can be done by:

- Direct Bank Transfer to the school
- ParentMail
- Use of the Tax Free Child Care Account
- 1 weeks’ notice, in writing or via email to be given if you wish to withdraw your child place permanently.
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**Failure to make payment in advance will result in your child’s place being withdrawn.**

- Sessions cannot be changed or cancelled and must be paid for as booked.
- If you have signed up for a full session in the After School Club but remove your child early this will still count as a full session and will be charged accordingly.
- Half sessions in the After School Club finish at 4.45pm. If you are late collecting your child, then you will be charged the full session rate.
- All sessions will be chargeable unless the club has been cancelled by the school.

## **Leaving/Collection of Children**

Parents should not arrive earlier than 7.45am for Morning Club.

Parents/carers should not arrive later than 6pm to collect their child(ren) from After School Club.

Parents/Carers who collect their child after 6pm are charged a higher rate to cover the cost incurred for staff staying. This is £5.00 per 15 minutes (in line with whole school late charges).

Written permission will be required if a child is to be collected by someone between 14 and 16 years; persons under 14 will not be allowed to collect children.

Parents/Carers to contact and inform the After School Club if they are to be delayed.

Failure to collect a child, after consultation with the Head Teacher/Deputy Head Teacher, will result in the Supervisor contacting the Social Care Team and following the School's Procedure. (See appendix A)

It is the responsibility of Parents/Carers to ensure their contact details are up to date and correct.

## **Medical Care Plans/Asthma/Accidents**

Copies of Medical/Auto Injector Pen Care Plans will be held by the Club Supervisor along with a list of children who have asthma inhalers in the school.

If a child attending After School Club has an Auto Injector Pen in school, then the one held in the office will be taken to the Club each night by the Supervisor and returned to the office at the end of the Club session.

Protocols on Care Plans will be followed. Parents/Carers will be immediately informed if any action is taken in respect of Care Plans.

A generic asthma inhaler will be kept in the Club for emergency use and its use recorded. This can only be used by pupils who have an Asthma Care Plan and consent given for its use.

Incidents or accidents will be recorded and kept by the Supervisor or the person covering this role.

The school's First Aid procedures will be followed. Responsibility for following these guidelines will fall to the Supervisor or the person covering this role.

## **MANAGEMENT**

Mrs G Ahmet (Rose) leads the Morning and After-School Club provision on an operational level. However, the Head Teacher will have overall responsibility.

## **EQUAL OPPORTUNITY**

The clubs will promote a safe learning and caring environment that demonstrates respect for all children regardless of ability, gender, special needs, race, culture, religion, ethnic origin or socio-economic background. This provision will adhere to the school's policies for race equality, special educational needs and access.

## **HEALTH AND SAFETY**

For both clubs School Policies and Procedures would be adhered to in relation to evacuation procedures, Invacuation, first aid, incidents, accidents etc. Copies of the policies are available on request. The school's current policies already cover all activities based at the school outside of school session times.

## **Behaviour**

The School's Positive Behaviour and Relationships Policy will apply.

## **Safeguarding**

The School's Safeguarding policy will apply. Any disclosures made by children or child protection concerns noted by staff will be logged on our reporting system, CPOMS and followed up by the Designated Safeguarding Lead or one of the deputies.

DATE OF ADOPTION: May 2023

DATE OF IMPLEMENTATION: September 2023

DATE OF REVIEW: June 2024