



St Blaise Church of England Primary School

Exploring and achieving as we grow together

*Together we love and respect. We are creative, we are determined,
we are confident, we are kind.*

After School Club

Current issue:	February 2024
Review date:	Annually – to update
Headteacher:	Ruth Leach
Chair of Governors:	Linda Shatford
Lead and Deputy Lead Governors:	Community

Telephone number to be used whilst the club is in session: 01235 831368

Booking form and registration – current forms are on the school website or can be collected from the school office

Aims

For parents and carers:

- To support parents and carers by providing an affordable childcare facility
- To provide a consistent and reliable service; giving confidence that children are well cared for and are safe
- To ensure all children are valued and respected

For children:

- To provide a happy, welcoming place at the end of the school day
- To relax and wind down, in a 'family' atmosphere
- To take part in outdoor play, indoor activities and crafts
- To be supported with learning tasks, if requested
- To be safe and cared for

Admission

The club is classed as an 'out-of-hours' club on school premises run by the school and will be inspected by Ofsted as part of the school.

- The club is fully inclusive for children from Reception to Year 6
- There are 12 places when we have 2 members of staff; 6 when there is one
- A staff ratio of 1-6 (this number is due to the number of reception pupils). If there is additional interest in places, staffing levels will be reviewed
- **Registration and booking forms are required for all pupils. Payment must be received before attending a session**

Dietary Requirements

- Before a child attends, parents/carers should inform us of their children's dietary needs and preferences, including any allergies. See further details in Annex 1.

Admission may be refused for:

- Children (persistently) not picked up on time
- Non-payment
- Children not adhering to expected behaviour

Booking and payment arrangements

It is essential to the running of the club that prompt payment is made; the club is non-profit making and we cannot operate without payment. A child will be unable to attend if there is no payment.

- The cost per session is £11. Reductions cannot be made for children leaving before 5.30pm. All payments will be made using School Money.
- We accept payment by Childcare Vouchers and the Tax Free Childcare Scheme, alongside payments via School Money. For more information on government help with childcare fees please see:
<https://www.childcare-support.tax.service.gov.uk/>

To ensure a place:

- Places should be booked in advance for half a term at a time
- Weekly booking, with payment in advance, may also be made
- We are sorry but we do not have the capacity to take bookings on the day

Refunds for absence

It will be appreciated that staffing costs are the club's main expenditure and occur regardless of the number of children attending the club.

A refund will be made, or payments may be carried over to the next term, for absences due to emergency school closure. They cannot be made for non-attendance due to play-dates or illness etc.

Non-payment

After one week of non-payment a communication will be made for outstanding amounts. If, at the end of the second week there is no payment and no explanation, then the place will be withdrawn.

Session times

Monday – Thursday 3.15-5.30pm, term time only

A snack will be served between 3.30 - 4pm

The club will not operate on Inset days or on the last day of term immediately before the Christmas, Easter and summer holidays. Additionally, the club will not operate if the school is shut due to emergencies e.g. snow. In the case of an emergency closure a text will be sent to all parents and carers by 7.30am.

It is imperative that children are collected on time. For children not collected on time the leader will follow the procedure outlined below. This is explained more fully in the School's Non-collection and Missing Child Policy.

Club Sessions

The club sessions are held in the classroom (adjacent to the hall), the hall and outdoor areas dependent on weather, numbers and group interests. The kitchen prepares food in advance and staff serve. Minimal preparation is required.

The club will have their own equipment and resources with suggestions made by children attending.

Routine

- Children in Oak and Poplar will be collected by a staff member. Willow and Maple will go to the After School Club classroom. All children will bring their belongings with them
- Children are registered
- A calming activity takes place. Children help set the room up for activities
- Children eat snack
- Activities take place e.g. outdoor play, crafts, indoor games, reading and support for homework
- Children help to tidy up at 5.15pm

- The children will be collected from the After School Club room gate by their parent/carer.

Menu - Our selection of food aims to be healthy and nutritious. Children will be offered a snack consisting of (but not limited to) toast, sandwich, pitta, bagels etc. There will also be fruit and vegetables on offer. Water will always be available.

Mealtimes are regarded as an important part of the day presenting a social time for children and the opportunity to learn about healthy eating. Children will always be encouraged to eat their snack, but ultimately whether or not they have food will be their decision.

Behaviour – the expectation is that children will behave as they would in school and therefore school behaviour policies will be followed at all times. Should children not be able to comply with this expectation, parents and carers will be informed and a way forward sought. However, should difficulties persist, the place will be withdrawn and any pre-paid fees will be refunded.

Uncollected child

It is hoped parents and carers will endeavour to ensure children are collected on time. It is appreciated, however, that sometimes emergencies occur.

If a child is not collected, and the parent or carer has **not** notified us that they will be delayed, we will follow the procedure set out below:

Up to 15 minutes late

When the parent or carer arrives, they will be reminded they must call the club to notify us if they are delayed.

Over 15 minutes late

If a parent or carer is more than 15 minutes late in collecting their child, the club leader will try to contact them using the contact details on file. If there is no response from the parent or carer, messages will be left requesting that they contact the club immediately. The leader will then try to contact the emergency contacts listed on the child's registration form.

While waiting to be collected, the child will be supervised by two club/school staff. When the parent or carer arrives, they will be reminded that they must call the club to notify us if they are delayed.

Over 30 minutes late

If the leader has been unable to contact the child's parents or carers, or emergency contacts, the leader will contact the local social care team for advice.

The child will remain in the care of two of the club's/school staff, until collected by the parent or carer, or until placed in the care of the social care team.

A further message will be left on the parent's or carer's telephone explaining events.

In the event of Social Services not being available for advice and after all reasonable attempts have been made to contact the parents/carers, and other contacts, and the child is not collected **after one hour, or there are not 2 members of staff to stay with the child at school**, the police will be telephoned and given the child's details (name, date of birth, address, names of parents/carers and their contact details).

The police are likely to conduct a home visit and/or undertake basic enquiries in order to locate the child's parents/carers.

If the police cannot locate an appropriate adult to care for the child, they will notify Social and Health Care via the Emergency Duty Team, who will arrange for the child to be cared for.

Managing persistent lateness

The leader will record incidents of late collection and will discuss them with the child's parents or carers. Parents and carers will be reminded that if they persistently collect their child late, they may lose their place at the club.

Further:

The Headteacher will discuss the problem with the parent/carer at the earliest opportunity in order to address the issue and prevent any further incidents.

If there are two or more such episodes within a six-week period, the Headteacher will make a referral to Social and Health Care (in line with recent guidance from Social Services).

Staffing

- All staff have a DBS check, safeguarding training and a basic food hygiene certificate. There will always be a trained paediatric first aider at the club.
- Staff work together to ensure that the children have the opportunity to engage in physical and quiet activities, including learning to occupy themselves.
- Staff organise the cleaning of all of the equipment used and ensure that the area is left clean and tidy.

Current staffing:

- Gemma Moyes, Monday and Tuesday; Tanya Clifton Monday- Friday; Emma Wed-Fri.
- A senior member of staff is always in school. Monday – Karen Green, Tuesday – Clare Kirkham, Wednesday – Friday Ruth Leach. The pattern may change on occasion

Equal opportunities

The After School Club will take positive steps to ensure that provision is made for a safe, caring and welcoming environment that reflects the needs of the school community. All children and their families will be treated with equal respect, value and concern.

Medication

Medication will be administered according to school policy.

Accidents

Our online Medical Tracker will be completed and parents/carers informed. If there are any bumps to the head, parents/carers will be notified as soon as possible during the session.

Emergencies

As part of the registration, we ask for emergency contacts. (Staff can access in red folder or on Integris.)

In the event of a fire, children and staff will follow the normal school procedures, leaving the building through the nearest exit in a calm way. They will congregate on the playground and the register will be taken.

Policy and Procedures – After School Club will follow the school’s policies; including those for Health & Safety, Behaviour and Child Protection and Safeguarding. All policies can be found on the school’s website.

Monitoring and Review - Role of the Governing Body

As part of their overall responsibilities, the Governing Body will ensure the After School Club complies with School Policies ensuring the very best of care for children attending the club. The Lead Governors for Community take a particular interest in the running of the club and report regularly to the Governing Board.

Feedback

We welcome feedback about the club and how it is run. Please talk to a member of staff or make an appointment to see the Headteacher.

Appendices

- 1 – Dietary requirements
- 2 - Food hygiene
- 3 – Sample Booking form proforma

Appendix 1 After School Club - dietary requirements

We follow these procedures to promote health and safety, and healthy eating, at St Blaise.

- Before a child attends After School Club, we find out from parents/carers their children's dietary needs and preferences, including any allergies.
- We record information about each child's dietary needs in their registration record and parents sign the record to signify that it is correct.
- We regularly consult with parents to ensure that our records of their children's dietary needs, including any allergies, are up-to-date. Parents sign the updated record to signify that it is correct.
- We display current information about individual children's dietary needs in the After School Club file so that all staff are fully informed about them.
- We implement systems to ensure that children receive only food and drink that is consistent with their dietary needs and preferences as well as their parent's wishes.
- We provide nutritious food, avoiding large quantities of saturated fat, sugar, salt, artificial additives, preservatives and colourings.
- We include foods from the diet of each of the children's cultural backgrounds, providing children with familiar foods and introducing them to new ones.
- We take care not to provide food containing nuts or nut products and are especially vigilant where we have a child who has a known allergy to nuts.
- Through discussion with parents and research reading by staff, we obtain information about the dietary rules of the religious groups, to which children and their parents belong, and of vegetarians and vegans, and about food allergies.
- We take account of this information in the provision of food and drinks.
- We require staff to show sensitivity in providing for children's diets and allergies.
- Staff do not use a child's diet or allergy as a label for the child or make a child feel singled out because of their diet or allergy.
- We organise snack time so that they are social occasions in which children and staff participate in a home-from-home environment

- We use snack time to help children to develop independence through making choices, serving food and drink and feeding themselves.
- We provide children with utensils that are appropriate for their ages and stages of development and that take account of the eating practices in their cultures.
- We have fresh drinking water constantly available for the children. We inform the children about how to obtain the water and that they can ask for water at any time during After School Club.

Appendix 2 Food hygiene

Policy statement

At St Blaise we maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food.

All food for the club is kept in the kitchen. Staff ensure that the area is left clean and tidy.

We are registered as a food provider with the local authority Environmental Health Department.

Procedures

- The person in charge and responsible for food preparation understands the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to their business. This is set out in Safer Food Better Business. The basis for this is a risk assessment as it applies to the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
- All staff members or volunteers who handle food have an in-date 'Food Hygiene Certificate'.
- The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently.
- We use reliable suppliers for the food we purchase.
- Food is stored at correct temperatures and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.
- Food preparation areas are cleaned before use as well as after use.
- There are separate facilities for hand-washing and for washing up.
- All surfaces are clean and non-porous.
- All utensils, crockery etc. are clean and stored appropriately.
- Waste food is disposed of daily.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- Children do not have access to the kitchen.
- Staff, volunteers and children understand the importance of hand washing and simple hygiene rules
- Children are kept away from hot surfaces and hot water; and do not have unsupervised access to electrical equipment such as toasters.

Reporting of food poisoning

- Food poisoning can occur for a number of reasons. Not all cases of sickness or diarrhoea are a result of food poisoning and not all cases of sickness or diarrhoea are reportable.
- Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the After School Club, the supervisor will contact the Environmental Health Department, to report the outbreak and will comply with any investigation. Local Environment health Agency contact number: 01865 249811
- Where any confirmed cases of food poisoning affect two or more children looked after on the premises, the setting will notify Ofsted as soon as is reasonably practicable, and always within 14 days of the incident. Ofsted contact number: **0300 123 1231**

Appendix 3 **Sample booking form** and registration – current forms are on the school website or can be collected from the school office

ST BLAISE AFTER SCHOOL CLUB BOOKING FORM FOR TERM 1 Sept 2022

5th September – 16th December – term time only

Please complete this form and return to the School Office by Monday 11th July so that we are able to plan any additional staffing requirements. We will not accept children without a booking form or payment. Charges are £11 per session through our online payment system School Money. This will become live from the beginning of Term 1 when the first instalment is payable immediately. Subsequent payments should be made at least 2 weeks in advance to keep the place.

Child's Name: **Class:**

After School Club

Week Beg:	5 th Sept	12 th Sep	19 th Sept	26 th Sept	3 rd Oct	10 th Oct	17 th Oct		31 st Oct	6 th Nov	14 th Nov	21 nd Nov	28 th Nov	5 th Dec	12 th Dec	
Session start:	3:15 pm	3:15 pm	3:15 pm	3:15 pm	3:15 pm	3:15 pm	3:15 pm	Half Term	3:15 pm	3:15 pm	3:15 pm	3:15 pm	3:15 pm	3:15 pm	3:15 pm	
Monday	Inset															
Tuesday																
Wednesday																
Thursday																

Number of sessions	(Example 10)
Total Cost @£10 per session	(Example £100)

After School Club charges per session are:
 School end – 5.30pm - £11

Unfortunately, no refunds or transfers can be given. **In the event that sessions are over-subscribed, places will be allocated according to the number and regularity of previous bookings.**

Office Use Only	
Registration form Received:	
Payment Received:	
After School Club leader notified:	