

AFTER SCHOOL CLUBS/ENRICHMENT POLICY

Last review June 2015

Introduction

The staff and governors at Ashmead Primary School are proud of the range of activities offered to children that enhance and enrich their learning. The cost to parents of this provision is kept to a minimum, however we do make a nominal charge for each after school activity. More details of this and any exceptions are listed below.

This document sets out the responsibilities of all those concerned with organising and taking part in After School Clubs or enrichment activities at Ashmead Primary School.

Through our clubs we aim to:

- Provide positive social, physical, intellectual, creative and emotional experiences for the children.
- Provide a happy, enjoyable and secure environment where children learn and parents and carers feel confident to leave their children.
- Ensure that the children are appropriately supervised throughout and at the end of each club.
- Promote acceptable behaviour of children by example.
- Ensure the health and safety of children attending each club, for example having a list of Y5/6 children who can/can't go home alone.

The Parent's responsibilities are to:

- Enrol their child/ren through a signed permission slip, to a Club of their choice, for a minimum of half a term or the full duration of a short-term club.
- Ensure that their child/ren are collected promptly at the end of the Club and inform the Club leader when they leave with their child.
- Be aware that club leaders or the school cannot be held responsible for any accidents or incidents occurring to their child providing reasonable risk assessment has been carried out.

The Children's responsibilities are to:

- Behave in the same way that would be expected of them during normal school hours.
- Tell the Club leader if they need to leave the room or playground for any reason.

The School's responsibilities are to:

- Ensure that a risk assessment is carried out for all activities.
- Ensure that there is a member of staff present on the school premises during all Club activities.
- Ensure that all Club leaders have undergone the necessary checks for suitability to be involved in a Club for children.

Allocating places in an after school club

Different clubs will be offered for different year groups/phases with more clubs available for the older children due to their ability to cope with a longer school day. Places at a school run club are requested by a signed permission slip from a parent or carer and returned to school by the date/time given on each club letter. Places for school run clubs that are over-subscribed will be allocated in a number of ways including: randomly (e.g. by picking names from a hat), looking at those children who do not attend any other clubs or giving discretionary club places to children to meet the child's or school's needs or priorities, for example supporting those children from disadvantaged families. Places for clubs organised by outside providers are allocated by contacting the provider direct.

Charging policy

Clubs run by the school at the end of the school day are charged at a flat rate of £2 per child. Clubs that run within the school day (with the exception of music tuition as requested by the parent) are not charged for. Clubs run by outside providers (for example Streetdance, Brownies and Gymnastics) are charged at the rate decided by the provider but we ask that these costs are kept as low as possible. To help the clubs do this, we do not charge for the cost of the hall.

In order to remove financial barriers from disadvantaged pupils, after school clubs run by the school will be offered at no charge or at a reduced charge to parents in particular circumstances, for example parents in receipt of:

- Income Support , Income-based Job Seeker's Allowance, Income-related Employment Support Allowance

- Child Tax Credit, with a taxable income of no more than £16,190 and not in receipt of Working Tax Credit
- Pension Credit (Guarantee Credit)
- Support under Part VI of the Immigration and Asylum Act 1999
- Working Tax Credit during the four-week period immediately after employment finishes or after you start to work less than 16 hours per week

After school care

The after school clubs at Ashmead are not organised as a childcare option. We work closely with an after school care facility, Rocks and Pebbles, who are based at Myatt Garden School and operate a 'walking bus' from Ashmead leaving at 3.30. This after school care runs until 6pm. The current cost is £11 per day. The office holds more information about this, should that be an option that parents need.

Selection of clubs

We aim to offer a variety of clubs to meet the needs and interests of the children. The range of clubs at any time will aim to cover different skills, for example, sport, creative skills, music or languages. Potential clubs might be suggested by and discussed with children (for example in school council), with parents and staff.

Accidents

Club leaders will make every effort to keep your children safe and will carry out appropriate risk assessments for each club. If a child is injured then an accident report will be completed and given to you. If your child needs medical attention you will be contacted immediately. If your child requires hospital treatment and you are unable to attend quickly then any decision about medical care will be taken by medical staff.

Illness

Please do not send your child to the club if they are ill, have been sick in the last 48 hours or have a contagious disease. If your child becomes unwell during the club you will be contacted.

Equal Opportunities

All children are given equal access to the after school clubs irrespective of race, gender, creed, nationality or level of ability. The school reserves the right to allocate discretionary club places to children to meet the child's or school's needs or priorities.

Appendices

Sample feedback/evaluation form

Sample club proposal form

Sample risk assessment form

List of current clubs offered at school

Feedback/Evaluation form for _____ club

Please fill out with your child and return to school by...

Key skills – what we covered

Our view of how your child got on in the club

What did your child enjoy most/least about _____ club?

Has your child used any of the 'key skills' above at home?

Would your child be interested in carrying on this club if possible?

Any other comments or suggestions you would like to add?

Thanks for your time – don't forget to return the feedback form to school!

Proposal form for potential club

Key skills – what will be covered

What space or resources will be needed to run the club?

What costs will be incurred and how will these be met?

What age range/year group is this club aimed at?

What other considerations need to be taken into account – for example, how long will the club run for? How long will each session be? Is there an 'end product' e.g. a show?

Ashmead Primary School
Clubs Risk Assessment Form

Name of club:	
Adult in charge:	
Venue for club:	
Age range of children:	
Purpose of club/ Key skills:	
Date/day to start:	
Session times:	
Costs for club:	
Resources needed:	
<i>Risk assessment approved by:</i> <i>Date:</i>	

About the children

(to be filled in once places are allocated and to be kept with weekly register)

Medical needs	<i>Name</i>	<i>Condition</i>	<i>Medication</i>
SEN	<i>Name</i>	<i>Need</i>	<i>Impact</i>
Behaviour	<i>Name</i>	<i>Control measure</i>	

Children who can go home alone: (Y5/6 only)

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Risk Assessment

Think through every step of the club and outline the risks involved as well as what you will do to minimise that risk.

<i>Activity/Situation/Hazard</i>	<i>Existing controls/Action to be taken</i>