

## After School Clubs Policy – Ashmead Primary School

### Introduction

At Ashmead Primary School we 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 (except homework club that is offered free to those who do not have internet access at home).

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

### Allocating places in an after school club

Different clubs are offered to 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 the 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, although this is something we are looking at next academic year (17-18) to bring these in line with other school run clubs.

## **Charging policy**

Clubs run by the school at the end of the school day are charged at a flat rate of £3 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.

## **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