

With God's help, together, we
aspire, achieve and believe.



**This information pack is intended
to equip you with all the
information you will need about
St John with St Augustine C E
Primary School's
After School Club.**

St John with St Augustine After School Club

Information Pack





After School Club

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1. Introduction

The governing body of St John with St Augustine C E Primary School are responsible for running the After School Club. The daily management of the club is carried out by staff who are employed by the Governing Body to carry out their roles. Miss Fletcher is the After Club manager and Miss Wilcock is the After School Club assistant. They should be the first point of contact for the club.

The teaching staff leader is Mr Hollinshead who will oversee the daily operations of the club working with the manager to provide a safe, happy and welcoming environment for your child/children.

Mr Proctor is the Headteacher and will be overarching leader of all aspects of school, including the After School Club.

2. Mission Statement:

With God's help, together, we aspire, achieve and believe.

3. The aims of our club are:

- To provide a high standard of after school childcare that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued.
- To provide children with a nutritious snack at the After School Club.
- To provide a range of structured play activities to engage and stimulate children both indoors and outdoors.

To achieve our aims:

- We will hold club sessions every day.
- We will regularly clean and inspect the premises and equipment used.
- We will ensure that staff regularly update their first aid certification.
- We will implement regular fire drills to ensure that all staff and children are aware and familiar with the procedure.
- We will encourage the children to be independent, to experiment, to be creative and to develop self- discipline and follow the school's Behaviour Policy.
- We will follow and uphold all school policies and procedures.

The After School Club will use a variety of areas within school for activities, but the registration point and collection point will be in the hall.

4. How our club operates:

The emphasis is on play and leisure rather than education; however, we strive to maintain the school's exemplary behaviour standards that are exercised during the school day. We do provide opportunity for the children access subject areas which are part of the curriculum. Children will have the opportunity to enhance their learning through a wide variety of activities. We also promote physical development and outdoor play.

5. Admissions Policy

Places are allocated only to children attending the school. The club can offer a limited number of places which is currently 16 places for the after school provision. Places will be allocated as shown below:

1. Children who need to attend 5 afternoons.
2. Siblings to who attend the club.
3. Less than 5 afternoons that attend regular set days.
4. Other children who wish to attend, if places are available.

As the club is operated under the school's Governing Body, all the school's policies and procedures apply. Copies of these policies can be found on the school's website or by contacting the school office to request a copy.

6. Club staff

After School Club	
Club Assistant	Miss Wilcock
Club Manager	Miss Fletcher
Staff Lead	Mr Hollinshead
Headteacher	Mr Proctor

All club staff wear a uniform of a school logo polo shirt, so that they can easily be identified.

7. Opening times

3.30pm – 5.45pm

After the end of the normal school day, children will remain in their own classrooms until the After School Club begins. At which point a member of staff from their own class will then lead the children to the hall ready for the start of the After School Club.

8. Fees and payments

After school session (between 3.30pm – 5.45pm) will be £8.00

The above prices include an afternoon snack.

In the interest of running a sustainable After School Club facility for parents/carers, it is important that we receive prompt and regular payments for services provided.

When you book your place at the club it is expected that your child will attend the days/sessions you have been allocated. As spaces are limited in the After School Club, any child booked into club who does not attend without prior explanation (**at least one week**) will be charged their normal daily fee.

Please note that for financial sustainability of the club we cannot accept changes to the sessions due to parents changing work schedules. We have strict procedures to follow and often have people waiting for places at the club.

9. Late collection fee

Please note all children must be collected by 5.45pm. A late fee of **£20.00/per child will be incurred if your child/children are late being collected**, and there may be a risk to your club place if this repeatedly happens.

We kindly ask that if you are running late, you contact the club by ringing the school club telephone number on: **01254 392717** to advise.

10. Uncollected child policy

In the event of any child/children being left at St John with St Augustine's After School Club due to unforeseen circumstances the following will happen:

- In all instances parents will be contacted on all the contact numbers that have been provided.
- Other emergency contacts that have been given permission to collect your child will be contacted.
- Mr Hollinshead would be made aware of the situation to try resolve the situation.
- The headteacher would be made aware of the situation.

- If still no one can be contacted, Lancashire County Council Social Services will be contacted and made aware of the situation.
- It would be the case that two members of club staff would stay with the child until either a parent or social services had collected the child.
- If one of the member of staff has to vacate the premises due to unavoidable reasons, then Mr Hollinshead would be the first point to return to cover.
- Should a situation arise whereby only one member of staff is able to supervise the child, then Mr Proctor would return to cover.

11. Procedure for requesting places

- Parents/carers are asked to complete the form included in this pack. This form will be sent out every summer term, in order for the school to be able to allocate places for September.
- Once school have received all the forms, places will be allocated as per the admission criteria.
- Parents/carers will then be informed of the availability of places that can be offered to them along with a weekly price for those sessions.
- Parents/carers will be asked to sign the letter sent to them to confirm their child's place and confirm payments via Parent Pay. For new parents/carers to the school, Parent Pay details will be supplied and also details for anyone using the payment voucher schemes.
- Children will be added to the registers for their days of attendance at the club.

12. Dealing with payments

- Each half term parents will be sent a letter detailing their payments and if any arrears are outstanding.
- Any queries should be directed to Mrs Ainsworth, the School Business Manager.

- Please note, unfortunately **we are unable to accept cash payments**, as our school now operates a cashless system.
- Parent Pay is the most secure and convenient method of payment.
- Please also note that your child's place will be at risk if you do not pay your fees.
- Arrears will firstly be dealt with by Mrs Ainsworth. Where this cannot be satisfied the place will be terminated and the debt passed onto LCC debt management to be pursued.

13. After school club snacks

Afternoon snacks may consist of the following:

Sandwiches/wraps, pasta, hotdogs, fruit, biscuits, sausage rolls, beans, spaghetti hoops, toasts, crisps.

Please note that a rolling program of snacks will be used and where possible we will adhere to this, however, there may be occasions when this has to change. Menus will change with the seasons.

Staff preparing, and handling food have all been trained to do so and hold the relevant hygiene certificates.

The schools main school kitchen is used to prepare, cook and serve food.

Please note we will not insist on a child eating something if they say that they really do not want something. If it is the case that they do not like what is on offer, we will try to offer an alternative, however, parents need to be aware that this may not always be possible as we have scheduled delivery day for our club food and also it would be impossible to meet every child's demands.

Please note if your child has a medical dietary need or an allergy, please inform of this on your booking form so that provision can be discussed with parents and arrangements made.

14. Daily Routine

After School Club

- Classes are supplied with lists of children that attend the After School Club each day. Teachers will be provided with the list of names from the school office. Children will remain in their classes and a member of staff from their own class will take them to the hall.

If your child is attending the club, then they should be collected from the hall at 5:45pm, unless there has already been an alternative time agreed for that day. Children who were initially on the list to attend, but for whatever reason will not be attending, then the child should be collected as normal. Children may be collected earlier than the club finishing time, but this should either have been agreed in advance or a call made to the club manager on **01254 392717**.

- Miss Fletcher and Miss Wilcock will be present in the hall to receive the children.
- All children place their coats on the coats stands and place their bags in their named class baskets. Once the registers are taken the children are informed of what activities have been set up for them to engage in.
- A snack will be available to all the children at some point, midway through the session. Snacks will vary each evening over a two-week period.
- There will be a designated slot where children can enjoy their snack.
- We will try to access the outdoor provision as much as possible, particularly in the fine weather.
- When you arrive to collect your child/children, you are asked to report to the hall entrance and alert Miss Fletcher that you have arrived to pick up your child by ringing the doorbell.
- You will be asked to sign your child out of the club. Please note that children will not be released to anyone other than a known parent / carer, unless we have received prior notice. This can be either via the school office, club phone number or directly to one of the club managers.
- We would ask that new parents/carers make themselves known to the staff in the early days of your child starting school. For safeguarding reasons, if our staff are ever not sure, they might ask for clarification from your child's class teacher or a member of the school's senior leadership team.

- At times when another parent or a different person says that they are collecting your child; they will be asked to wait whilst we seek clarification. The staff member will keep the child, until a phone call has been made to clarify this with the parent.
- We strongly recommend that you call the school during the day to inform us if there are any changes to your child's collecting arrangements as soon as you are able to. If this is not possible then please ring Miss Fletcher at your earliest convenience on **01254 392717**.
- Children will collect their belongings from the hall. Please note, due to cleaning taking place from 3.30pm – 7.00pm, there is no access to classrooms.

15. Sickness Policy

It is parent's/carers responsibility to ensure that their child is not ill when brought to the After School Club.

- Children suspected of suffering from infectious conditions will be sent home from the club.
- If your child is absent from school on a day that they attend the After School Club, the class teacher will inform Miss Fletcher of their absence. Fees will still be applied during time of sickness.
- In the event of your child becoming ill at the After School Club, staff will inform parents/carers as soon as possible and will be requested to collect their child. This is for the wellbeing of other children and staff on the premises and to safeguard the spread of infection.

Please see the Department of Health guidance on various infections and illnesses.

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases>

Medication

Only medication which has been approved by the school will be kept on the premises and the relevant medication form must be completed before any medication will be accepted or given to any child. There will be an emergency asthma inhaler kept in school for emergencies only. Other inhalers, which are brought into school will be taken to the club from the child's classes and taken back to their class at the end of the session.

First Aid

All first aid accidents/incidents will be dealt with by one of the club staff. Both staff are first aid trained. You will be informed via a slip sent home to inform of what has happened and the treatment your child has received. Any incident involving equipment, will be reported to Mr Hollinshead.

16. Other policies and procedures

All policies and procedure that are in place in school are followed in both the After School Clubs, these include:

- Safeguarding and Child Protection
- Behaviour policy
- Fire policy and procedures
- Health and safety
- Accident/incident reporting
- Special Educational Needs
- Risk assessments
- Equal opportunities
- Complaints/Grievance
- No smoking
- Sickness
- Whistleblowing

Many of these policies can be found on the school's website:

www.stjohnaugustine.co.uk

If you require a paper copy, please contact:

Mrs Ainsworth – School Business Manager
c/o St John with St Augustine C E Primary School
Maudsley Street
Accrington
BB5 6AD

bursar@st-john-augustine.lancs.sch.uk

We do hope that you will find this pack contains valuable information about our After School Club. However, should you require any further information or if you feel anything is missing from this pack, please contact a member of club staff or the school office at any time.

BOOKING FORM

Child/Children Name(s) _____

Dietary Needs: _____

Allergies: _____

After School Club

Monday	Tuesday	Wednesday	Thursday	Friday

Please tick the relevant boxes above for the After School Club sessions you would like.

You will be informed by letter of the sessions you have been allocated and the weekly cost for these sessions. If you know in advance that you will require any extra sessions or changes in the weekly patterns (i.e. shift work or working hours), please provide as much information as possible. But please note due to numbers we may not be able to offer these.

Extra Sessions Needed

Dates	Day	Reason