

The After School Club is organised by Westover Primary School. It is an extended school activity designed to allow children to stay in school until 6pm. They will have the opportunity to have a choice of food and drink for a light tea and to join in activities on offer. Children are also encouraged to be independent at these times and to make decisions for themselves through the choice of food and drink and to participate in informal activities with each other developing social and interactive skills.

Objectives

- To provide a safe, secure and relaxing environment for pupils at the end of the school day.
- To enable pupils to have a healthy tea before going home
- To employ caring supervisory staff
- To provide a calm play environment for those pupils.
- To provide an affordable service for working parents.

Organisation

The afterschool club is open to pupils attending Westover Primary School. Due to the number of staff available, if demand exceeds the number of places available, a waiting list will be maintained. The club will be open from 3.10 until 6.00pm. We offer a half session 3.10-4.30 with no tea for £5. Full session is until 6pm with tea for £12.

Children will be able to play outside weather permitting. Club will not run on INSET days. The club will be held in the cookery room – there is a separate bell for this at the main door and a separate mobile number (07719 962187), which is posted on the main door. The child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in the School Office. **It is the responsibility of the parents to ensure that the office is informed of contact, medical or dietary changes.** There is a form below should you need to make changes to the information we hold.

Use of Registers

It is the club staff responsibility to keep an accurate register and follow up immediately with any discrepancies. In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

Staffing and Supervision

The children are adequately supervised at all times. One member of staff is on duty for a maximum of 12 children with a second member of staff always on site who can be summoned in case of emergency. As and when viable the club will open to pre-school children with a Level 3 trained practitioner on a ratio of 1:8. All members of staff are DBS

checked. At least one member of staff on duty holds a current first aid certificate. At least one member of staff on duty has completed the food hygiene course. All staff attend regular safeguarding training.

Booking and Payment Arrangements

- Booking is made via the MCAS system.
- Places at the club are allocated on a strictly 'first come, first served basis'
- The cost for bookings made at the beginning of a term is £5 short sessions £12 for long session including tea. It is important for administration and safeguarding purposes that only children that have paid for a place will be able to access the club, booking is on the MCAS system. If necessary, places can be booked on the day, providing there are places available.
- A child does not need to attend every day.
- Payment for session must be made in advance (minimum 48 hours) and all payments are online. Failure to pay before the session will result in your booking being cancelled. This is to help with the administration and safeguarding.
- We require 24 hours' notice of any amendments to bookings.
- Charges are subject to review and may be adjusted from time to time to reflect costs.
- Bookings can be cancelled with at least 24 hours' notice. Less than 24 hours' notice will incur the cost of the session.
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Fire Procedures

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's playground in a line. The club's register for the day will be called and all names will be checked. There will be a fire practice in accordance with the school's emergency fire and evacuation policy.

Health and Safety

The club is run by the school and the existing Health and Safety Policies will be followed. The cookery room area and outside area will be checked regularly by staff to ensure the safety of the children.

Risk assessment

A separate risk assessment has been completed for After School Club sessions and activities.

Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of the Club will have current DBS clearance. These records are held in the school office. The club staff will follow existing school policies and procedures for child protection and the code of conduct. Where ICT equipment is used, they must follow the school's policies and procedures.

Policies and Procedures

The club will follow the school's own policies and procedures, and these are available from the school office.

Accidents

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book. The club will follow the school's first aid policy.

Medication

Inhalers move with the child via an adult. Other medication will be administered according to the existing school policy on medication. Epipens are held in the staffroom, if a child needs their epipen, then the second member of staff in the school will be summoned to fetch the epipen.

Written by Headteacher at Westover

This will be reviewed annually.

WESTOVER PRIMARY SCHOOL AFTER SCHOOL CLUB FORM

Parents are responsible for ensuring contacts, medical and dietary needs are up to date. We hold this information centrally to reduce administration and duplication. If you need to update us, please complete this form.

Childs Full Name	
Address	
Contact 1 (name of person/relationship, contact details)	
Contact 2 (name of person/relationship, contact details)	
Childs GP (name of surgery and telephone number)	
Medical conditions	
Dietary requirements	

