

MORTON PRIMARY ACADEMY AFTER SCHOOL CLUB AGREEMENT

AIMS: To ensure children are provided with a safe, secure and friendly environment in which they can enjoy a range of activities (including a snack) under the supervision of caring staff from 3.00pm until 5.45pm daily during term time.

OBJECTIVES

- To provide a welcoming, safe, secure environment for pupils
- To provide pupils with a healthy, nutritious snack in line with the school's healthy eating approach.
- To ensure all children's needs and abilities are catered for through a range of activities.
- To employ caring supervisory staff.
- To provide a calm play environment for pupils.
- To provide an affordable and flexible service to parents and carers.

PROCEDURES

Booking Arrangements

- After school club will be open daily during term time but closed for INSET days and statutory holidays.
- Parents and carers must book in advance via the school office.
- Children may be collected at anytime. Charges are as follows:

Until 4.00pm	£2.50
Until 5.00pm	£5.00
Until 5.45pm	£7.50

- Payments should be made at via ParentPay as far as possible.
- Sessions booked but not attended will still be charged at a rate of £2.50 unless the absence is due to illness or cancelled with 24 hours notice.
- Non-payment of fees will result in the withdrawal of the service to the parent/carer. In the event of an accumulating debt, children will be unable to use the service until the debt is cleared.
- Sessions can be booked **subject to availability** – please contact the school office by telephone or in person.
- One month's notice will be given of any proposed variation in fees chargeable.

Collection from After- School Club:

- Children should be collected, at the latest, by 5.45pm daily.
- Parents will sign children out of the club so that school has an accurate record of attendance and collection times.
- If there are extenuating circumstances, where parents know they will be late picking up their child, they should contact school by telephoning the school office.
- If children are not collected on time, parents will be charged £1 for every minute their child is in school after 5.45pm (up to a maximum of £30).

Failure to Collect:

- If children have not been collected by 6.15pm, and no contact has been made by parents, the school will telephone Derbyshire Social Care as this will therefore become a Safeguarding concern due to non-collection.
- The Headteacher and Designated Safeguarding Lead will also be informed of this referral.

Staffing:

- There are 2 members of staff on duty every day.
- The ratio of staff to children will depend on numbers attending, however, this ratio will always be well within the recommended guidelines. (The ratio of staff to children is 1:15)
- All staff and volunteers will be DBS cleared.
- Relief staff will be available to cover any absences.

Contingency arrangements for staff absences and emergencies:

- If a member of staff is absent, the head teacher must be notified who will arrange cover.

ORGANISATION

- In the case of absence through illness, please notify school that children will not be attending school and afterschool club.
- The maximum number of places available is 30. Places are available on a daily basis but should be booked, where possible, at least 24 hours in advance.
- At the end of the school day, pupils will go directly from their classrooms to after school club where they will register with staff.

After school Club:

- Children will have the opportunity to enjoy a healthy snack and drink.
- Weather permitting, outdoor activities will be available in the school's playground area for the children.
- The child's details, medical conditions, parents/carers' contact details, an additional emergency contact name, address and telephone number are kept in the school office. The administration of medication will be in line with the school Medicine Policy.
- The club will have access to a range of resources which are kept on the school site.

Behaviour:

- Children are encouraged to demonstrate the school's values at all times, demonstrating good manners and behaviour throughout. The school behaviour policy applies to after school club.
- Children are expected to follow the uniform policy and are expected to wear their school uniform as they would during the normal school day.
- Children who do not behave well or do not show respect for staff or each other will have three opportunities to improve their behaviour. If, after the third time, behaviour is still an issue, the parent/carer will be informed and the place withdrawn.

Communication with Parents:

- There will be daily verbal communication with parents/carers collecting children.
- If an incident has occurred, written notes to parents may be given to the child to hand to their parent/carer in line with normal school procedures e.g. bumped head letter.
- Parents/carers should ensure that issues regarding after school Club are addressed in the first instance to the staff at after school club.

Medicines at After School Club:

- The school Medicine Policy applies to after school club. If your child is on medication, you must hand the medicine in to the school office. This will then be passed on to club staff so that it can be returned at the end of the school day. It is the parent/carers responsibility to inform the office staff that the child will be attending after school club.
- If your child is asthmatic, please ensure that you have completed the necessary paperwork at the school office. It is vital that they have an accessible inhaler during after school club. Please do not assume they will be able to access inhalers left in classrooms.

Personal Property:

- All items of clothing should be clearly marked with the child's name.
- Children should not bring in any electronic devices or other valuable personal property as the club cannot accept responsibility for loss or damage to it however it may be caused.

First Aid

- First aid will be provided in line with school procedures and a note issued to parents if necessary.

Complaints:

We hope that you never have cause to complain but if you do, please follow this procedure: -

- Firstly, speak to the staff at after school club.
- If you are unsatisfied, please make an appointment to speak to the headteacher.
- If you are still not satisfied, then you can escalate your complaint by following the guidelines set out in the Djanogly Learning Trust's Complaints Procedures Policy. A copy of the policy is available on request from the school office and on the school website.

Please sign both parts of the form below, return one to the School Office and retain one for your records.

AFTER SCHOOL CLUB AGREEMENT

I have read and agree to the terms detailed in the after school club agreement.

Parent/carer of _____ (child's name)

Signed _____ Date _____

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I have read and agree to the terms detailed in the after school club agreement

Parent/carer of _____ (child's name)

Signed _____ Date _____