

# **Glynwood Community Primary School**

## **After School Club Policy**

### **What we offer**

Our after school club runs until 4:30pm with extended hours until 5:45pm. This is available to children from Reception to Year 6. It does not include Nursery aged children.

Children who stay for the 4:30pm Early Club session receive a snack and drink. Children who stay for the 5:45pm Extended Club session are provided with a hot meal and drink at approximately 4:40pm. The menu includes a vegetarian option.

Children take part in a range of activities, including quiet reading time, reading with an adult, homework support and also free choice play. All equipment is provided and we ask that children don't bring anything in from home as after school club are not responsible for any lost or damaged items.

### **Cost and booking**

Early Club - collected by 4:30pm - £3.50

Extended Club - collected by 5:45pm - £8.50

This is payable through the Parentmail app on booking. Sessions must be booked the day before at the latest.

### **Collection**

Children should be collected from the ramp in the Key Stage 1 yard by the end of the session.

### **Late collections will incur a charge as follows:**

- Early Club late collection after 4:30pm incurs a £5 extra charge
- Late collection between 5:45pm and 6:00pm incurs a £10 extra charge
- Late collection after 6:00pm incurs a £30 extra charge.

These charges must be paid before a child can attend any further sessions.

While late collection is not acceptable, we recognise that there may be circumstances beyond anyone's control that mean a child is collected late. Contact the school office (01914334117) before 4:00pm or the after school club extension (01914334207) as soon as possible to notify us of any delays and an estimated collection time.

The procedure for late collections when school have not been notified of a delay is as follows:

- Staff will attempt to phone primary contacts to notify them that their child is awaiting collection
- If primary contacts cannot be contacted, staff will phone emergency contacts
- Staff will continue to try to phone primary and emergency contacts until someone arrives to collect
- If staff have been unable to speak to any of the child's contacts and a child has not been collected by 6:00pm, we will contact Children's Services.

If a child is collected late on more than two occasions in one term, we will arrange to meet parents / guardians to discuss the matter. If the child is subsequently collected late again, your child will not be permitted to book into after school club again.

### **Behaviour and Safeguarding**

After school club should be a fun, safe and happy place! Children in after school club follow the same school rules and behaviour policy as they do throughout the school day to maintain consistency. Children are supervised at all times, supervised being defined as in the sight or hearing of a member of staff. Mrs. Nellis is the designated safeguarding lead for after school club. A first aid box is available at all times and at least one member of staff on duty is first aid trained.