



Stakeford Primary School

After School Provision: Information for Parents

2017-2018

Aims

- To provide a welcoming, safe, secure environment for pupils at the end of the school day;
- To provide an affordable, after school childcare facility for parents and carers;
- To continue to build positive links/relationships with parents;
- To provide children with nutritious snacks at the end of the day in a pleasant and relaxed environment;
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.

Procedures

Staffing

The After School Club will be run by Mrs Pringle and Mrs Young. In the case of an absence of either one of these staff, Mrs McLeod or Miss Laidler will provide the After School Club. In addition to these staff, the Headteacher or Assistant Headteacher will be on site until 5:00pm.

Booking Arrangements

Booking forms will be available from the school office or on the school website and must be returned, with full payment at the start of each week, to the school office. Should any parents require an emergency place on a particular day, then payment can be taken and the child's name added to the register for that day. The cost of the after school provision will be £4.00 per day.

Snacks

A range of healthy snacks will be provided for children to enjoy in a calm and relaxed environment. Snacks may include fruit, vegetable sticks, breadsticks, crackers, cheese, yoghurts and drinks. If your child suffers any food allergies, these should be clearly stated on the booking forms.

Organisation

- After School Club will be open to pupils from Nursery to Year 6 from 3:15pm – 5:00pm.
- Children will be collected from their classrooms by a member of After School Club staff and taken to the hall where they will hang their coats and bags.
- A register will be taken once all children are in the hall.
- Snacks will be available for children to take when they feel hungry, there will be no set snack time.
- Children should dispose of their own rubbish in bins provided.
- Children will use the hall toilet facilities.
- Children will need to help with tidying up equipment used at 5:20pm then one of the supervisors will take them to wait for their adults at the hall entrance.
- Parents should leave details of 3 contacts on the initial booking forms in case of an emergency. If children are not collected at the appropriate time, parents/carers will be contacted by a member of After School Club staff. If the first contact is not available, then calls will be made to others on the list

Behaviour

Children will be expected to abide by normal school rules at all times when attending After School Club.

Children will equally be able to get Caught Being Good Cards if they are seen to be helping out or are showing particularly good behaviour.

Safeguarding

- In accordance with Safeguarding arrangements, all staff involved in the running of the After School Club will have current DBS clearance. These records are held in the school office.
- After School Club staff will follow existing school policies and procedures for child protection and the code of conduct.
- Where ICT equipment is used, they must also follow the schools E-Safety policy and procedures.
- A policy for After School Provision is available on the school website.

Medication

If your child has an inhaler and requires it during a session, they will be taken to the school office where a member of staff will watch the medication being taken. If your child has antibiotics prescribed by a doctor that they need to take during the session, a medication form must be filled in at the school office. All medication administered will follow the existing school policy.

Cancellation

The only possible cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies.

In the event of closure:

- A member of school staff will endeavour to contact individuals by telephone before the end of the school day.
- During adverse weather conditions school closure will be reported on the Northumberland County Council Website.

www.northumberland.gov.uk

Refunds

Refunds will not be given if a child cancels their After School Club place that week.

However, the payment will be able to be carried over to a future session. If, for any reason, the school cancels the club, a refund will be offered or the chance to carry payment forward into the next week.

After School Club Staff

Permanent Club Staff

Mrs D Young (Food Hygiene/First Aid)

Mrs L Pringle (First Aid)

Illness Cover Staff

Mrs H McLeod (Food Hygiene/First Aid)

Miss T. Laidler (First Aid)