



## Grimsdyke School After School Club

### General Information

Grimsdyke School After School Club [ASC] has been set up to provide high quality extended day provision for pupils from our school, from Reception to Year 6. It operates from 3.30 - 6 pm weekdays, during term time. Please note – that there is no ASC in the last day of the Autumn, Spring or Summer Terms. We are mainly based in the Studio and Umbrella Room, however pupils will also have supervised access to the school hall, library and IT suite for certain activities, as well as our outdoor areas.

We aim to provide a happy, safe and enjoyable environment for the children in our care, led by a team of experienced school staff who know the pupils well and clearly understand all of the school's current policies and procedures. We do not have a fixed ratio of staff to pupils, but this will typically be around 1:10.

**What we offer** - We offer a wide range of activities including; craft, board games, reading, imaginary play, construction, sport, IT based activities, and study support. During their time at the club the children will be able to make choices about what activities to do. There will be at least one adult led activity each day, which children can choose to take part in. These will sometimes be themed across a week, or planned to link with a curriculum focus or project.

As part of our after school club we provide a tea type snack (before 5 pm); please note that this is not a full meal. We encourage children to participate in the preparation and clearing up of their snack tea. Fruit, water and milk are also available to the children throughout the session. We use fresh ingredients and follow statutory guidelines. Individual dietary requirements are met wherever possible.

**Staffing** - Our after school club is led by a dedicated team of Playworkers who are all employed by the school, with many years of experience of working with children. The club is led by Manager, Mrs Forde who is the designated safeguarding officer; she is supported by –

- Mrs Murray - Deputy Manager
- Mrs Ahmed – Playworker
- Mrs Knight - Playworker
- Mrs Kumaraswamy - Playworker
- Mrs Nimal - Playworker

All staff are expected to undertake professional development training as part of their after school club roles. This training is either run by the Senior Leadership of the School or the ASC Manager.

**Organisation** - The after school club is run as part of the overall management of the school and follows the school's policies and procedures as well as adopting ones specifically for after school club. Policies adopted include –

- Safeguarding and Child Protection Policy
- Whistleblowing Policy
- Staff Conduct Policy
- First Aid Policy
- Medical Needs and Allergies Policy

- Behaviour Policy
- Teaching and Learning Policy

**Special needs** - The after school club staff will make every effort to accommodate and welcome any child with special needs. We work in liaison with parents/carers and relevant professionals to meet the child's specific needs.

We will endeavour to accommodate all children of all ability: each case will be assessed individually and risk assessed to ensure everyone's safety.

### ***Grimsdyke After School Club Sample Day***

<b><i>Time</i></b>	<b><i>Activity</i></b>	<b><i>Detail</i></b>
3.20pm	<i>Registration</i>	Students from R – Y2 will be collected from their classrooms by the After School Play leaders. Students from Y3 – Y6 will be expected to make their own way.
3.30pm	<i>Free Play</i>	Free play activities could include - Lego, arts and crafts, puzzles, dressing up corner, book corner, board games, playdough, sporting activities
3.45 – 4.15pm	<i>Snack Time</i>	A light snack will be served to the students on a rotation basis e.g. cheese sandwiches, fruit kebabs, carrots and dips, wraps and a selection of fruit after.
4.15pm – 5.15pm	<i>Organised Games and / or activities</i>	This time could include activities such as... <ul style="list-style-type: none"> <li>• Games – parachute games, “corners” game, musical bumps, rounders</li> <li>• Activities – ICT suite, junior playground, adventure playground, library, cooking, biscuit decorating, arts and crafts, scavenger hunts, outside collages, clay modelling</li> <li>• Weekly competitions – e.g. quizzes, dance off, model building, story writing, chess challenges etc</li> <li>• Homework support – students will be offered the opportunity to receive support for their homework</li> <li>• Monthly events –e.g. film night, “mad science”, bake off</li> </ul>
5.15 – 5.50pm	<i>Free Play</i>	Free play activities could include - Lego, arts and crafts, puzzles, dressing up corner, book corner, board games, playdough, sporting activities
5.50 – 6pm	<i>Tidy / Pack Up Collection</i>	Students will be encouraged to take responsibility in tidy up the ASC as they would in class during the day.

As the ASC continue to develop, the students will be asked to offer suggestions about different activities – this will allow the ASC to become a place where students want to be because they enjoy the activities. Student voice and direction is a high priority for us, where possible we will make all attempts to act upon their suggestions.

**Menu Provision** – As part of the After School Club a light snack will be provided. Please see sample menu below.

<b>Week One</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
<b>Meat option</b>			Wraps with tuna mayo		
<b>Vegetarian option</b>	Tomato soup with bread and butter	Cinnamon bagels	Wraps with cheese	Crackers with butter/cheese/cream cheese	Toast with butter or jam
<b>Dessert</b>	Fruit	Fruit	Fruit	Fruit	Fruit

<b>Week Two</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
<b>Meat option</b>				Chicken bagels	
<b>Vegetarian option</b>	Cinnamon bagels	Cheese and tomato pizza	Crackers with butter/cream cheese/cheese	Cheese bagels	Tomato soup with bread and butter
<b>Dessert</b>	Selection of fruits	Selection of fruits	Selection of fruits	Selection of fruits	Selection of fruit or a Treat i.e. biscuit, cake, something they have made in After School Club

<b>Week Three</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
<b>Meat option</b>				Wraps with tuna mayo	
<b>Vegetarian option</b>	Crackers with butter and cheese	Tomato and vegetable pasta	Cinnamon/plain bagels	Wraps with cheese	Cheese and tomato pizza
<b>Dessert</b>	Fruit	Fruit	Fruit	Fruit	Fruit

**Fees / Booking** - Bookings for the ASC are made and paid for on a half termly basis. Parents are required to ensure that both bookings and payment are completed prior to the start of the term for

which the ASC is going to be used. Parents are required to give notice in writing at least 2 weeks before the end of the previous half term. E.g. if you wish to cease use of the Afterschool club after the Christmas holidays, you will have to inform us 2 weeks before the Christmas holidays or 7 last least 7 working days from the date of receipt of the invoice. This also applies to change of days required. Days will not be changed during a half term.

Attendance at the After School Club costs £9 per session.

Accepted payments – ParentPay and Childcare vouchers.

For those that will be paying with childcare vouchers for the ASC, the Ofsted registered number that you will need is: 102187.

**Collection arrangements** - When collecting children, parents will need to come through to the club itself where a member of staff will sign them out (unless prior parental permission has been given for an older child to make their own way home). Please access the after school club through the Junior School gates. You will be required to ring to doorbell in order to gain entry. A member of the ASC staff will release the gate for it to be open. Parents are asked to ensure that the gate is closed upon leaving.

Parents are expected to pick their children up punctually, the latest collection time is 6 pm. We understand that, on occasion, an emergency arises which can make you late. A late pick up charge will apply for collection after this time - £10 for every 10 minutes or part thereof. This is a contribution towards the additional hours that staff are required to care for your child. If a parent is continually late or has not settled late payment fees then you will receive a letter outlining the requirements to collect your child on time. This will be followed by two more warning letters and then the removal from the club.

Due to safeguarding children will only leave with the named adult recorded on the registration form unless the ASC Manager has been informed by the named adult that an alternative person will collect a child. Where possible advanced notice should be given.

If there is an emergency, and you are unable to collect your children, please contact us on the ASC mobile number 07543 493554 and let us know your estimated time of arrival. Please note that this phone is turned on at approximately 2.30pm Monday-Friday and will be turned off once the last child has been picked up each evening.

**Behaviour** – As a “rights respecting” school, staff will continue to encourage an atmosphere of respect, care and consideration between all members while in the ASC. The school’s Behaviour Policy will be used as a model for students and staff to follow, students are familiar with this procedure and therefore should be able to meet the high expectations of this.

Children are expected to respect each other, staff and visitors whilst at the club, and keep to the club code of conduct so that all the children enjoy their time after school. We are sure that this will be the case, but if a child is unable to behave appropriately on a regular basis, parents may be told that he/she can no longer attend.

**Illness** - We are unable to care for children who are ill. If your child has had diarrhoea or sickness please do not send them for 48 hours after the illness has ceased.

**Absences** - If your child is absent for any reason, we regret that we are unable to refund any fees for the session(s) missed unless in extenuating circumstances. Agreement from the Headteacher must be gained in this instance. Notification of absence must be given by 12.30pm on the day of absence.

If a child is absent from the beginning of the school day then they should not be in attendance at the After School Club for that day.

**Accidents and First Aid** - Every precaution is taken to ensure the safety of the children at all times and the club is fully insured. There will be at least one paediatric first aid trained person at every session. We operate a first aid procedure and fire drills are carried out regularly.

Any accidents and/or treatment will be recorded in the accident book. The accident book will be reviewed in line with the school's medical policy.

**Allergies/Epi Pens-**

The after school club will have access to pupils' medical records as held by the school and will use this to access information about allergies and other medical conditions. The after school club team will have access to pupils' individual epi pens and other medication held in the medical room.

**Emergencies** – In the event of an emergency it is imperative that your emergency contact details are up to date. It is the parent's responsibility to ensure that this happens.

**Complaints Procedure** - Should a parent wish to raise a concern regarding the After School Club it should be done with ASC Manager in the first instance. Where possible the ASC will make all attempts to resolve any concerns. However in the instance that should this not suffice then it should be raised in writing to the Headteacher.

**Data protection/Photographs**-We will follow the school's policies on data protection and parental consent. We may occasionally take photographs for use on the school website, newsletter and other promotional/informative material. We will send out a form in September asking for you to give consent (or otherwise) for us to use your child's photograph in this way.

Appendix:

After School Club Admissions Policy

The Headteacher reserves the right to refuse admission to any child whose behaviour is, in our opinion, not in the best interest of the other children's health and safety. (This course of action would only be implemented once our agreed procedures for tackling behaviour problems have been exhausted – please see both the schools' and the clubs' behaviour policies / code of conduct.)

By booking places at the club, and completing and returning the registration forms, parents are confirming that they have read and understood the club's policies and procedures and agree to abide by the terms and conditions of the club.