



Grimsdyke School After School Club (ASC)

General Information and Terms and Conditions

Contact information –

asc@grimsdyke.harrow.sch.uk – general enquires and absences

finance@grimsdyke.harrow.sch.uk – membership, payments and availability of dates

ASC mobile number - 07543 493554 (3.30-6pm)

Grimsdyke School 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 - 6pm 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. The ASC has access to a set of portable flood lights allowing for great access to the outdoor spaces during the winter months. This reinforces our belief in the benefits of outdoor play and physical activity.

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. In order to meet health and safety requirements we have an adult to student ratio of 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.

Planned activities and child initiated activities are shared with the students at the beginning of each session, these are then clearly displayed on the ASC Planning Board. This is conveniently located on the wall in the Studio for the students to refer to.

As part of our after school club we provide a tea type snack; please note that this is not a full meal. But there is plenty for the students to eat if they are hungry. Fruit, water and milk are also available to the children throughout the session. We use fresh ingredients and follow statutory government guidelines as well as the standards set by the Food Standards Agency. Individual dietary requirements are able to be met with prior arrangement.

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 a manager, Mrs Vaswani who is the designated safeguarding officer; she is supported by –

- Mrs H Vaswani – Manager
- Mrs Murray - Deputy Manager
- Mrs Nimal – Play worker
- Mrs Kumaraswamy – Play worker
- Mrs Knight – Play worker
- Mrs Ahmed – Play worker
- Mr K Vaswani – Play worker

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. When required we will have other members of Grimsdyke school staff working as play workers to support the regular team.

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 with parents/carers and relevant professionals to meet the child's specific needs.

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

Grimsdyke After School Club – Sample Day

Time	Activity	Detail
3.20pm	<i>Registration</i>	Students from R – Y2 will be collected from their classrooms by the After School Play workers. Students from Y3 – Y6 will be expected to make their own way.
3.30- 3.45pm	<i>Registration</i>	Children make their way to the studio and settle down for registration
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.
4.15pm – 5.15pm	<i>Organised Games and /or activities</i>	This time could include activities such as... <ul style="list-style-type: none">• Games – parachute games, “corners” game, musical bumps, rounders• Activities – ICT suite, junior playground, adventure playground, library, cooking, biscuit decorating, arts and crafts, scavenger hunts, outside collages, clay modelling• Weekly competitions – e.g. quizzes, dance off, model building, story writing, chess challenges etc• Monthly events –e.g. film night, “mad science”, bake off
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. Students 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 the sample menu below.

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

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

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

Membership to the club –

Parents are required to become members of the club at Grimsdyke School on Arbor. In order to become a member of the club you must have read, understood and agreed to the terms and conditions and relevant policies associated with the club. You only need to complete this process once which allows you to book and pay for session on Arbor.

New members need to contact the ASC manager (asc@grimsdyke.harrow.sch.uk) or finance office (finance@grimsdyke.harrow.sch.uk) for details on how to become a member of the club.

Membership to the club will be reviewed termly.

Booking on Arbor -

- Bookings for the ASC are made and paid for on a termly basis on Arbor.
- Parents are required to ensure that bookings are made on Arbor at least a full working day prior to the session.
- We encourage parents to book regular sessions for the whole term so they can secure the preferred slots.
- We cannot guarantee a space to the club unless it is booked on Arbor.
- Unfortunately, failure to do this could result in a place being allocated to someone else.

We understand that on occasions parents may need to book the ASC provision in an emergency. If you are a member of the club you can contact the school office via email or phone to explain the situation. The decision to allow the use of the ASC in an emergency will be made by a member of the senior leadership team.

Ad hoc bookings will only be available if you become a member of the ASC and is subject of availability on Arbor. Once we have reached maximum capacity on a particular date then it will no longer be available on Arbor.

Booking and Payments –

- There must be sufficient funds available on your Arbor account before you will be able to make bookings for ASC. Please view the ‘how to guide for this process’
- Childcare Vouchers – if you usually pay using childcare vouchers, please email the finance office with the number of sessions you wish to book. We will apply a temporary credit to your account to allow booking. Payment must then be made within one week, and we will confirm this on Arbor.

Late Booking Policy (Within 48 Hours)

- Parents must email/call the finance office to request a session that is less than 48 hours in advance.
- A 25% late booking fee will apply to all these sessions.
 - ASC: £13.75 per session

All enquiries regarding payments should be sent to the schools finance office on finance@grimsdyke.harrow.sch.uk.

Cancellations and refunds –

To cancel your session, please email finance@grimsdyke.harrow.sch.uk.

Cancellation:

- A 25% cancellation fee will apply to all bookings.
 - £11 per session → **Cancellation fee: £2.75** → Refund: £8.25
- **No refunds** will be made for cancellations within **5 working days** of the session, as food and staffing arrangements are finalised in advance.
- **To cancel a session, you must email the finance office.**

All cancellations will result in a credit applied to you ASC account on Arbor. If you would like your refund to be paid back to your credit/debit card you will need to make that clear in your email to the finance office finance@grimsdyke.harrow.sch.uk when cancelling. Please note

we can only refund payments made via childcare vouchers using a credit note on your child's ASC account on Arbor.

If a child is sent home or absent from school, you are still required to pay for sessions, unless you provide the required notice.

We regret that we are unable to refund any fees for sessions missed unless in extenuating circumstances. Agreement from the Headteacher must be gained in this instance.

Arrival arrangements -

- KS1 children (Reception – Yr 2) will be collected from their class rooms by a member of the ASC team.
- KS2 children (Yr 3-6) will make their way to the studio.
- If your child is at another club at the school please inform the ASC team by email and they will ensure your child is collected and taken to the ASC.

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 the doorbell in order to gain entry. A member of the ASC staff will release the gate. 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 “values” 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.

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 ASC will have access to pupils' medical records via Arbor and will use this to access information about allergies and other medical conditions. We encourage parents to inform the ASC team of any allergies Where required they will follow the same procedures that are in place for the school during the day. The ASC team will have access to pupils' individual epi pens and other medication held in the medical room in case of an emergency.

Emergencies –

In the event of an emergency it is imperative that your emergency contact details are up to date with the school office. It is the parent’s responsibility to ensure that this has been shared accurately.

Complaints Procedure -

Should a parent wish to raise a concern regarding the ASC it should be done with the 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, Mr Sutherland.

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. The photo consent provided by the parents at admission to the school will be used as 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 agreeing to the terms and conditions and becoming members of the club, 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.