

After School Club Policy

What is the purpose of this policy?

The purpose of this policy is to describe how the school delivers After School Clubs which are affordable, sustainable and of quality. To outline the expectations of staff, pupils and parents.

What are the key principles that underpin the management and organisation of the After School Club?

We wish to ensure that the children of our school are provided with a wide range of supervised activities in a safe and stimulating environment. The range of our out of school provision shows how greatly we value this opportunity for our pupils in the development of personal, emotional, social and intellectual capabilities. Children and parents are consulted on their preference for activities.

Who is responsible for the day to day running of after school clubs?

Mr Bright and Mrs Carlisle oversees the planning of the after school clubs with the admin team assisting.

Which children attend?

Any child can attend. As outlined there are limited spaces per session depending on the number of staff. Clubs run from 3.15-4.15 and a register is taken.

How are parents and carers involved?

Notice boards and the school website hold ongoing information about after school clubs. We intend to consult parents and carers on a regular basis to ensure quality of service and to hear views and comments. Staff treat parental concerns with discretion and confidentiality.

GLPA staff expect parents to collect their children from the main entrance on time and to let the academy know if different arrangements are in place. GLPA staff expect parents to support the behaviour policy at after school clubs. The after school clubs are a continuation of the school day, thus, the 'C' consequence system is still active. If a child does not meet behaviour expectations at an after school club, parents will be informed. If behaviours continue to impede the enjoyment of the club a child may be asked to leave, for the remainder of the half term and no refund will be given.

Parents are expected to provide any relevant kit for those children who are attending sport or fitness clubs. If the children only have their school uniform and are unable to find any suitable kit from the 'GLPA spares' box, they will be sent to join another club which doesn't require specific clothing.

Prices – After school clubs are priced so that costs are covered but are affordable to all. Children who are in receipt of pupil premium funding have 1 club paid per term. Parents must pay via Parentpay. There are no refunds for missed clubs due to the commitment already shown by the club leader and ongoing costs incurred unless the academy arranges a fixture which clashes with a club.

How do we safeguard the health and safety of everyone at the club?

The protection and safeguarding of the child is the first priority. The majority of GLPA staff are First Aid trained.

Staff are trained in Child Protection procedures and follow these by handling concerns and allegations discreetly and sensitively and will pass information to the member of staff responsible for this who at the time of writing is Beverley Waddington, GLPA's Designated Safeguarding Leader.

Children are supervised at **all times**, the definition of supervision being ***within sight or hearing of a member of staff***. Procedures are in place for emergency evacuation in the event of a fire and fire drills are carried out regularly. Access to the premises is controlled and visitors must sign in.

Children in EYFS and KS1 must be collected after a club, children in KS2 can either be collected or walk home by themselves, parents of KS2 children should inform the academy of the arrangements.

Reviewed and amended March 2020 by Mrs Carlisle, Head of Academy.
To be reviewed Sept 2022 or sooner if necessary.