

St Michael's Catholic Primary School



After School Club Policy

St. Michael's Catholic Primary School

Rationale

St Michael's Catholic Primary School after school club (ASC) aims to support our community and ensure that there is extended provision for those families that need it. The club is led and managed by a team committed to providing high quality experiences for every child, parent and carer who uses it. It provides a friendly, caring and safe environment in which children are encouraged to develop social, personal, and recreational skills under the supervision of experienced staff. It is open during term time only, from Monday to Friday between 3:15pm and 5:45pm. ASC is situated in a dedicated classroom. Parents can access the club by the entrance at the KS2 entrance of the school.

The number of children attending ASC and supervision levels at any session will be in accordance with Ofsted guidelines. The club will comply with environmental health food safety standards. There will be at least two members of staff in attendance at any time and legal guidelines relating to the adult/child ratio will always be adhered to.

Procedures

Booking

- All bookings must be received a minimum of 48 hours in advance via Weduc.
- Any amendments to bookings or cancellations must be received 48 hours in advance via the school office. If any sessions are not cancelled within this period, the charge will still be applied.
- A contract will be issued to parents using the ASC.
- Contact numbers and emergency contacts must be kept up to date.
- Ad hoc bookings may be booked by contacting the school office. The cost will then appear in bookings unpaid in Weduc payments, which must be cleared as soon as possible.
- If your child has an allergy or any dietary requirements, please make these known on the booking form when booking any sessions.

Payments

- The charge for parents wishing to use the ASC is £4.00 per session.
- Persistent non-payment may result in childcare being suspended.
- Payments should be made online via Weduc payments.
- We no longer allow parents to pay in arrears.
- Childcare vouchers and tax-free childcare payments will also be accepted.

Collection at Start/End of After School Care (ASC)

- The first session of ASC runs 3:15pm – 4:30pm.
- The second session of ASC runs 4:30pm – 5:45pm.
- The total cost to attend both sessions above will be £8.
- Class Teachers and extra-curricular staff will be made aware of the children attending ASC.
- Any child, who is in an extra-curricular club until 4:15pm, if they are booked into the 2nd session of After School Club, will be taken to After School Club by the member of staff leading the extra-curricular session.
- Collection from ASC will only be allowed by those named on the contract.
- All parents/carers collecting from ASC must collect via the KS2 entrance.

Staff

- A list of children attending ASC will be given daily to staff.
- Staff must inform/ remind children who are on the list.
- The list must be checked carefully.
- Children will be collected by identified staff in EYFS, KS1 and KS2.
- Children going to ASC stay with the member of extra-curricular staff dismissing the class, and they will then be taken to ASC.

Late Collection from After School Care

*After School Care finishes at 5.45 p.m.
The staff are not contracted to work after this time.*

- First late collection— a written reminder will be given that must be signed.
- Following this any further late collection will result in a £10 fine per child.
- A member of the Senior Leadership Team (SLT) will be notified of any child who has not been collected by 6.00 p.m. If no contact has been made by 6:00 pm, Social Services will be contacted in line with our safeguarding procedures.
- If there are subsequent late collections alternative pickup or care arrangements must be made.

Tax Free Childcare Scheme

The Club is registered with the Government Tax Free Childcare Scheme. Under this scheme, you can get up to £500 every 3 months (£2,000 a year) for each of your children to help with the costs of childcare. If you register for Tax-Free Childcare, the Government will pay £2 for every £8 you pay your childcare provider via an online account. You can usually get Tax-Free Childcare if you (and your partner, if you have one) are:

- In work - or getting parental leave, sick leave or annual leave.
- Each earning at least the National Minimum Wage or Living Wage for 16 hours a week - this is £125.28 if you're over 25.

For further information about this scheme, including how to apply, visit the webpage below:

<https://www.gov.uk/help-with-childcare-costs/tax-free-childcare>

Disciplinary Matters

Any discipline problems will be brought to the parents' attention by the supervisor. If the problem cannot be resolved, then the problem may be referred to the key stage leader and if it cannot be resolved, the child may, at the discretion of the Governing body, be asked to leave ASC. No refund will be made. The Headteacher will be informed.

Sicknesses, Accidents, First Aid & Emergencies

If a child becomes ill during a Club session, every attempt will be made to contact one of the people listed on the Registration Form, to arrange collection of the sick child. The child will be cared for until collected. In case of a minor accident, basic First Aid will be administered. In case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/legal guardian to advise or discuss with him/her the course of action to be taken.

After School Club Menu

The menu on offer can be seen below. Alternative menus are in place for dietary requirements, including gluten free and dairy free.

Monday	Tuesday	Wednesday	Thursday	Friday
A selection of sandwiches and wraps.	A selection of sandwiches and wraps.	A selection of sandwiches and wraps.	A selection of sandwiches and wraps.	A selection of sandwiches and wraps.
Crisps	Popcorn	Sausage rolls.	Pizza Fingers	Crisps
Fresh Fruit	Yoghurts	Packets of raisins and sultanas.	Fresh Fruit	Cheese and Crackers
Optional Offering: Toast and Jam	Optional Offering: Toasted English Muffin and jam.	Optional Offering: Cheese Toastie.	Optional Offering: Toasted bagel	Optional Offering: Toast and Jam

Signed: Mrs. S. Fraser
Executive Headteacher

Date: February 2023
Review Date: February 2024