



SPARKEN HILL  
ACADEMY

# After School Club Policy

| Approved by | Approval date | Review date |
|-------------|---------------|-------------|
| FGB         | March 2023    | Spring 2025 |
|             |               |             |
|             |               |             |

## Rationale

The After-School club is organised and run by Sparken Hill Academy. It is an extended school activity designed to allow children to be in school after school formally finishes at 3.15pm / 3.30pm\* until 5.30pm, to have the opportunity to have a choice of snack and to join in activities on offer. Children are also encouraged to be independent at these times and to make decisions for themselves through the choice of food and drink and to participate in informal activities with each other developing social and interactive skills.

*(\*KS1 and FS finish at 3.15pm. KS2 finishes at 3.30pm)*

## Objectives

- To provide a welcoming, safe, secure environment for pupils at the end of the school day.
- To enable pupils to have a snack after school.
- To employ caring supervisory staff.
- To provide a calm play environment for those pupils.
- To provide an affordable service for working parents.

## Organisation

The After-School club is open to pupils attending Sparken Hill Academy and takes place in the Community Hub / Heart. Children need to be booked on prior to attending via sQuid. This will enable school to calculate the number of staff to child ratio required. However, due to the number of staff available, if demand exceeds the number of places available, a waiting list will be maintained.

The club will be open from 3.15pm/ 3.30pm\* until 5.30pm.

Children's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in a binder held by the club and in a locked cabinet. It is the responsibility of the parents to ensure that the office is informed of contact changes.

## Use of Registers

Children are registered as they enter the school, the register is generated from the online Squid booking system, any children not booked in will be added manually to the register, parents will be contacted by the office to remind them of their duty to book their child in to After-School club in advance of each session.

In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

At the end of each session the printed register will be retained securely as part of our accounting process. Any children added manually will be passed to the office to manage with regards to missed payments.

## Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of the After-School Club, will have current DBS clearance, and other required safer recruitment checks. A record of the checks undertaken are held securely

on the school's SCR. 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 online-safety policy and procedures

## Staffing and Supervision

The children are adequately supervised at all times. A minimum of two staff are on duty. At least one member of staff on duty holds a current pediatric first aid certificate. A register is taken of all children attending. It is the responsibility of the parent to ensure that the children are handed over safely to the staff. **Children need to be pre booked via SQuid in order to attend the session.**

## Food and Activities

The catering team or After-School supervisory staff prepare and serve food that meets the school's food standards. Staff employed to run the After School Club hold Basic Food Hygiene Certification. Children **are not** permitted to bring their own food for consumption at After-School club.

Staff hold information relating to children's dietary requirements, it is the parents responsibility to ensure the records held are up to date and include, allergies, intolerance and religious & cultural requirements.

Following eating a snack, a number of activities will be on offer for the children to participate in. These may include craft activities, team games, use of the school's ICT, games and toys. During dry/warm weather conditions, some activities may move outside, staffing will be arranged taking in to account numbers for supervision and two-way radios will also be in operation. All resources necessary for the club will be purchased through the school budget designated for such purchases.

## Behaviour

Pupils attending the After-School Club facility are representing school so expectations will be in line with the Academy's Relationships and Behaviour Regulation Policy. Children are expected to show a good standard of courtesy and behaviour at all times. If there are concerns with behaviour then parents will be contacted. We reserve the right to revoke access to After-School club when all possible strategies have failed. This will be for a fixed period

## Pricing Policy

The After-School club daily sessional fee is £12.00.

This fee is to cover the cost of:

- Staffing
- Food
- Equipment and day-to-day running costs.

It may be necessary to change fees from time to time; however, Parents/Carers will always be given at least one month's notice of this.

Any remission arrangements will be at the discretion of the Governing Body however a limited number of Pupil Premium / Forever6 FSM / CLA Children will be invited to attend (free of charge to parents). These will be subsidized by Pupil Premium allocations.

**Refunds are not given in the case of absence.**

**Arrears** – Payment should be made in advance. However, any outstanding payments must be made within 14 working days of attendance, until the debt is cleared in full the child will not be allowed access to the club. Initial communication will be made by the school office to remind of missed payments, failure to pay following this will result in a letter advising of the above sanction.

## **Contingency Arrangements for Staff Absences and Emergencies**

Arrangements for cover due to staff absence is organised by the SBM / HT. A bank of trained supply supervisors is held and where this cannot cover the absence, a member of SLT will cover to enable ratios to be maintained.

## **Fire Procedure**

Children should exit school and stand at the assembly point. All registers should be taken and the children checked.

## **First Aid**

If First Aid is administered, the treatment given is recorded on the accident/incident reporting documents, these are filed in the accident/incident file which is stored securely in the office.

A note and/or telephone call will be made to inform parents of what treatment the child has received.

## **Medication**

Inhalers and EpiPens are kept in the child's classroom. If a child needs an inhaler or an EpiPen it will be obtained from the classroom by a member of staff. There should be no other medication required to be administered at After-School Club.