



**Keir Hardie
Primary School
After School Club**

Information For Parents & Carers

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1. Welcome!

Welcome to Keir Hardie Primary School's After School Club! The club will be held within the school and will have use of both indoor and outdoor areas.

The club will be run under the guidance of the Head Teacher and Governing Body of Keir Hardie Primary School. The OFSTED number is 102725 which is the same as for the school

This booklet aims to provide you with all the information you may require. Any further information can be obtained from the school office.

Telephone: 02074761284

Email: info@keirhardie.newham.sch.uk

2. Opening Days & Times

The club will operate from 3.15 – 6pm, Monday to Friday during term time only, excluding INSET Days.

3. Admissions & Fees

Booking:

All places **MUST** be booked in advance. Places can be booked for regular, specific days of the week (subject to availability) or for the whole week. Application forms can be obtained from the school office.

Initially the club will offer 24 spaces to children from Reception through to Year 6, which will be allocated on a first come, first served basis. A waiting list will be kept as appropriate.

Fees:

We aim to provide a quality service at the lowest possible cost to parents. All the fees we collect will be directly used to pay for the organisation of the club.

The cost is £8 per session, or £35 per week, per child. The money must be paid in advance and can be paid by cheque or in cash. Unfortunately we are unable to take credit or debit card payments.

The £8/£35 charge will apply irrespective of the time the child is collected between 3.15 and 6pm.

Should you no longer require your place and termination does not fall at the end of the term we will require one week's notice.

4. Absence & Late Collection

If a child has an authorised absence (e.g. illness) from school, any monies paid will be carried forward. In the event of an unauthorised absence, there will be no refund or carry-over of monies paid.

The After School Club closes at 6pm and you **must** collect your child by this time. If a child is not collected, this creates problems for staff and may also be upsetting for your child who will see others going home and begin to worry.

We do understand that there sometimes can be unavoidable delays so it is essential that you let us know if you are delayed

We have to pay our staff if they are kept late. Therefore, there will be a penalty charge of £2 for every 10 minutes, or part thereof, in the event of a child being collected late, after the closing time of 6pm. However, please do not think that this means that you can choose to arrive late and pay for the service.

If you are unable to collect your child on time and this happens, on more than the odd occasion, then we regret that it may be necessary to withdraw your child's place.

5. Staffing

All staff are employed by Keir Hardie Primary School and will be known to the children and parent/carers. We believe that this will be beneficial as it will ensure that the same high expectations and standards of care provided during the school day will be continued throughout the After School Club.

It is our aim that the children will have the opportunity to play and learn in a familiar, safe and caring environment and we believe our dedicated staff are well equipped to deliver this service.

6. Snack Time!

A healthy snack will be provided every day. All foods will conform to the rules governing food in schools, however, children will have the opportunity to help us to plan the menus.

We will ensure that any special dietary requirements are taken into consideration such as the need for: *gluten free, dairy free* etc. Please ensure that all allergies or dietary requirements are recorded on the initial application form.

Food preparation will be overseen by an adult with the appropriate "Food Handling & Hygiene" qualification.

In order to help the children to develop their life skills, they will, on occasion, be involved in the setting up, preparation and clearing away at snack time.

7. Activities

All children will have an opportunity to play and learn indoors and outdoors.

Children will be able to make decisions for themselves, be involved in the planning of activities and choose from a variety of options on a rota basis. E.g.

- sports & games
- art & crafts
- table top games
- construction toys
- ICT time
- books & reading
- homework support
- children's movies

8. First Aid & Medicines

Children should not attend the After School Club if they are unwell. If your child falls ill during the school day, the school will contact you to collect him/her.

A trained paediatric first aider will be on site at all times and minor injuries will be dealt with. You will be informed of any such issues when you collect your child. If a serious accident happens to your child, the first aider will make an assessment and medical assistance will be sought. Every effort will be made to contact you as soon as possible. This is one of the reasons why it is vital that you inform us of any changes to your contact details.

We will follow the same procedures regarding medicines and asthma pumps as are followed during the school day.

9. Behaviour

Children have the right to play and learn in a safe environment and every child is equally entitled to that right. We will, therefore, operate the same system that is used in the school with rewards and sanctions. A copy of the school's Behaviour Policy is available upon request.

Our staff aim to support every child with any behaviour problems, however, should there be persistent disregard for the rules, a child may as the last resort be excluded from the After School Club.

10. Personal Items Of Value

Please ensure that your child does not bring items of value to the After School Club as we are unable to take responsibility for any loss or damage.

11. Child Protection

All staff are employed by Keir Hardie Primary School and have an Enhanced DBS Clearance.

If the After School Club staff are concerned about your child's welfare they will normally discuss their concerns with you in the first instance. They may also need to consult Newham's Children and Young People's Service.

The same procedures regarding child protection will be followed during the After School Club as are followed within the school. A copy of the Child Protection Policy is available upon request.

12. Confidentiality

All information concerning your child will be kept confidential and the right for privacy respected. Any information gathered will be on a need-to-know basis. This information will only be discussed with other professionals, in the best interests of your child, in extreme circumstances, such as a child protection issue or the need for urgent medical attention.

13. Complaints

We aim to provide a quality service to parent/carers and children. To this end, we welcome your ideas and comments. If you have a complaint or concern, please raise it as soon as possible with a member of the After School Club staff so that it can be dealt with promptly.

Should you wish to take your complaint further, please follow the school's complaints procedure; a copy of which is available upon request.