



Forest Fields Primary School

After School Club Policy

Welcome to Forest Fields Primary School After School Club.

Please take a minute to read through this information which holds all the detail you need to know about our After School Club. If you would like to book a space for your child/ children please complete the booking form via the link sent to your by email (ARBOR) or contact office to be directed 0115 915 6872.

The club has been set up to follow Ofsted's National Standard and guidelines.

We open from 3.30pm until 5.30pm for children from Year 1 to Year 6 and we provide a safe and secure environment alongside a healthy afternoon snack/ small plate.

If there is anything you are unsure about please speak to the School Office.

Registration Policy

Thank you for enquiring about the After School Club. Once you have read this booklet and have decided to register your child, please sign the After School consent form (attached to this policy). The payment will be required upfront to secure your child's place. Please call the School Office for assistance in booking your place if you need.

We run with the ratio of 1 staff member to 8 children under the age of 8 so limited places are available.

The number of staff on duty will be 3 each session.

First come, first serve with limited spaces, with the waiting list opportunity.

We ask that, parents commit to the days they booked/ week for a whole half-term.

Places can be booked on a half-termly basis and then renewed after this. We will accommodate any changes if places are available.

Places booked must be paid upfront for the half term, a week in advance to secure your booking. If payment is not received week before the new half term, your space will be cancelled.

Absences

Unfortunately, due to nature of the provision we are unable to provide refunds for missed session/sessions.

If you know your child will not be staying for a session, please inform the office so we can let the team know.

Finance Policy

The cost of each session is £3 and payments must be prepaid a minimum week in advance of your sessions. For example, if you have booked three days w/c 13th April till end of the half term, you must pay £54 the week before we break up for Easter half term. All payments and bookings should be made via the office by cash. If payment is not made before the session, then the school maintains the right to withdraw the After School place.

We do not offer FREE places for kids entitled to Free School Meal or any Universal Credit or benefits.

Attendance and Collection from school

After School club begins at 3.30pm. On arrival a member of staff will be collecting and bringing all children to the Gladstone Building where the club takes place.

We will not allow entry to a child who has not booked and paid for a place on that session.

Collection of your child/ children will be from the Gladstone Building at **5.30pm** the latest. Please use the Sturton Street top Gate and use the buzzer, then a member of staff will bring your child to you.

Please inform school if possible, if you are running late. Regular late collection may be extra charged or place may be cancelled.

Equal Opportunities Policy

Forest Fields Primary and Nursery School is committed to providing an education, in an atmosphere which promotes success, achievement and acceptance through:

- the belief that all pupils are entitled to experience success
- providing an environment suitable for the learning needs of all children -

- ensuring learning opportunities through the fostering of skills and attitudes
- as well as knowledge
- recognising and reflecting the cultural and personal diversity of the school, its
- community and society
- encouraging positive attitudes and appropriate behaviour

The club adopts the same policy as the school a copy of which is available on request or can be found on the school website.

Health and Safety Policy

Our club takes the health and safety of the children extremely seriously. All staff are aware of what is contained within this policy and adopts the school risk assessment and Health and Safety Policy.

A specific breakfast club risk assessment has also been completed prior to opening After School and a copy of this is available upon request.

All staff are enhanced DBS checked.

The club conforms to all safeguarding legislation and regularly reviews its Child Protection Policy.

Medication & First Aid

Staff can only administer medicine that has been prescribed by a doctor and they can only accept this medication if it is in the box with the copy of the doctors prescription on the box confirming patient and dosage.

Basic first aid will be administered by qualified first aiders and all breakfast club staff have been first aid trained. Parents will always be informed of any action taken.

Emergency closure

In the event of a school closure, we will inform you via the text message or email from ARBOR. Please make sure all your contact details are updated in case we need to contact you in emergency.

Afternoon Snack

Afternoon snack will be provided for all children. There is a variety of croissants, toast and jams, bagels, sausage rolls, beans on toast, fresh fruit and fruit juice available. We discuss food preferences with the children on a regular basis in order to attempt to meet all children's needs. Please confirm any known allergies your child has when registering.

Activities

We aim to provide a balanced programme of activities suitable for all ages, abilities and gender.

All activities available are rotated over the week.

Code of conduct

The After School Club aims to achieve high standards in behaviour will follow the behaviour plan followed by school. The plan specifies rules that cover the behaviour we expect from our children.

Copies of the school policies and procedures can be found on our school website or requested at the office.