

Nonsuch Primary School

This policy is embedded in our school's mission statement of,
'Working Together We All Achieve'.



Policy	After School Clubs Policy
Date	November 2024
Date for next review	November 2027
Summary	The policy has been prepared to support all staff and children who are a part of the after school clubs.

We service our community by providing an education of the highest quality.
We believe our school should be a place where we all want to be, a place
where children and adults feel safe, happy, secure and nurtured.

Our high expectations for learning cultivates character and pride in our identity
at Nonsuch Primary School preparing every child for their future.

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After School Clubs Policy

Aim

We aim to ensure that we offer our services to all pupils within our school. This service is not offered to children who do not attend the school.

Method

In order to achieve this aim, the After School provision operates the following policy

- We open Monday to Thursday, term time only with the exception of teacher days,
- Our Homework Club runs from 3.15pm-3.45pm. This is a chargeable service.
- Our After School Schools Sports Clubs run from 3.20pm-4.15pm

Form completion

- Parents/carers will be asked to complete all the necessary forms and consents when registering their child
- Sessions may be booked through arbor.
- Staff within the after-school club will not accept payment.
- Booking forms are sent to parents via arbor and should be completed online.
- Money should be paid on arbor. If parents do need to use cash, this can be sent to the school office in sealed envelopes which clearly state the child's name and class.

- Fees must be paid at least one week in advance.

Absence

- We cannot refund sessions a child missed due to illness or holidays
- When a session is booked it is held open for that child whether or not they then attend.

Right to refuse

Nonsuch withholds the right under certain circumstances to withdraw the rights for parents to use the facility of before or after school club. These include

- Where arrears have and where efforts by the school to reclaim that money have not been successful.
- We understand that in negotiation with the parents, payment plans can be put in place where temporary difficulties exist within the family finances and we would not withdraw the right to a place where we have the support of the parent in reclaiming that money.
- Where a child's behaviour is not acceptable or they put another child's or adults' safety in danger.
- This is the decision of the headteacher.
- The head teacher will first contact the parent to find a solution to the situation and to seek assurances from the parent and the child that their behaviour will improve.
- Should, despite these assurances, the behaviour remains unacceptable or dangerous, then Nonsuch will withdraw the place for that child.

Behaviour in Homework and After School Sports Clubs

Whilst attending club children are expected to:

- Use socially acceptable behaviour
- Respect one another, accepting differences of race, gender, ability, age and religion
- Choose and participate in a variety of activities
- Ask for help if needed
- Be allowed to enjoy their time at the Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- Sticker rewards
- Informing parents about individual achievements.

Dealing with distressed behaviour:

- Distressed behaviour will be addressed in a calm, firm and positive manner following the school's behaviour policy (see behaviour Policy)
- If a child's record becomes a concern or an incident is putting their safety and others at risk, the member of staff will inform the Headteacher, who will meet with the parents/carers to discuss concerns and ways to move forward.
- The member of staff will inform the headteacher if behaviour warrants suspension or exclusion.

Temporary suspensions will be applied in the following situations:

- Where formal warnings have failed to improve a child's persistent, challenging and unacceptable behaviour.
- In the event of an extremely serious or dangerous incident we will suspend a child with immediate effect. We will contact the parents and ask that the child be collected immediately.
- At the end of the suspension period the headteacher will meet with the parents and the child, in order to agree any conditions relating to the child's return to the club.

Permanent exclusions

- In exceptional circumstances, and only when all other attempts at behaviour management have failed, it may be necessary to permanently exclude a child

from the setting. If a child is excluded from the club, the parents will be given a verbal and written explanation of the issues and subsequent actions. The parent has the right to appeal to the Governors against the exclusion within 14 days of receiving written notification of the exclusion.

After School Sports Clubs

The club is run by a company who work very closely with the school to provide a safe and friendly environment for your children to enjoy sporting activities after school.

The coaches that run the clubs ...

- Are DBS checked
- Hold a suitable qualification
- Are First Aid trained
- Have a secure understanding of the school's safeguarding procedures and know who the school's DSL's are and how to contact them if they are off site.
- Know the school procedures in case of fire or lockdown incidents.

The clubs run Monday to Thursday 3:15 pm until 4:15 pm.

Parents/ carers need to collect their child promptly at 4:15 pm from the front office/reception area. **Pupils will not be allowed to walk home by themselves unless school has received written confirmation from a parent or carer.**

Sports clubs are open to all children at different times through the year. The children will receive letters each half term informing them which clubs are available to each year groups. Places are allocated on a first come, first served basis. If a club is over subscribed children will be added to the waiting list in order that their request to attend was submitted.

The sports clubs are free to access.

Each club has a limit of 16 children, this cannot be exceeded.

Parents/carers are asked that if their child no longer requires a space at after school club they let the office know as soon as possible to that it may be offered to another child on the waiting list

There is an expectation that children will conform to the behaviour rules of the school. They will be expected to be courteous to staff, other children. They will also be expected to treat all equipment with respect. We retain the right to withdraw the place of any child who does not conform to this code of conduct and thus endangers their own health and safety or that of others.

In the case of severe weather parents and carers are asked to collect their children as early as possible to avoid problems with late collection.