



# **Hazelwood Schools**

## **After School Club Policy**

Reviewed and Adopted: **Summer Term 2021**

Reviewed by: HT/Resources committee

Next Review: Summer Term 2024

**Review every three years**

# After School Club Policy

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## 1. Aims:

- To provide childcare after school
- To promote healthy eating
- To provide a safe and caring environment for children to enjoy at the end of the school day
- To provide activities to stimulate children in our care at the end of the school day

## 2. Admission

After School Club provision is offered from Nursery to Year 6. Admission is granted on a first come, first served basis and application can be made via email to [office@hazelwood.enfield.sch.uk](mailto:office@hazelwood.enfield.sch.uk). A request for a place at After School Club MUST be arranged in advance. Please be mindful that there is a waiting list. To support their transition to our school, children on a reduced timetable are not permitted to join After School Club until they are completing full school days.

## 3. Charges

The cost for After School Club is currently £7.50 per day, per child. This is payable in advance via a ParentPay account. We would appreciate it if you (parents/carers) can keep your account in credit for the half term. If payments are not made before the first day of the new half term, your place may be at risk. An annual increase in charges in line with inflation and/or costs may be made. Parents/carers who incur arrears may have this facility withdrawn completely.

## 4. Operation

After School Club operates every school day, usually from 3:15pm until 5:45pm (Pre Covid-19). However due to our Covid-19 staggered end of school day times, the provision will start at either: 2:30, 2:40 or 2:50pm depending on your child's 'end of day' time. Children will start the session with an appropriate nut free snack and drink provided by parents/carers. The After School Club Manger will take a daily register electronically. Children must be collected from the After School Club on or before 5:45pm. Parents/carers who are late collecting their child will be required to pay £5.00 for every 15 minutes (per child) that their child/children remain in school after 5:45pm. After two late collections in a half term, you will be asked to remove your child from After School Club. The main school office is responsible for chasing outstanding debts.

The following are specific procedures we have put in place to ensure that we keep all children, staff and parents/carers as safe as possible whilst on site and in our care during the pandemic:

- Staggered arrival times to reduce congestion during registration;
- Reduced numbers of pupils attending the provision;
- Organised children into Year Group Bubbles of no more than 15;
- Matched each bubble with a consistent adult for the whole week where possible;
- Allocated a member of staff who works in that year group during the day if possible, to minimise the number of people your child comes into contact with;
- Organised Bubble Boxes of resources and equipment;
- Wiping down tables between use;
- Regular use of anti-bac hand gel and taking children to wash their hands;
- Children will only be allowed to use their designated toilet; the same one they use during the day;
- Follow social distancing guidance where possible and good hand hygiene.

## **5. Location**

After School Club takes place in Maple building (the building furthest away from the entrance) in the dining hall for Reception to Year 6. For Nursery children, the club is in the Nursery building. After eating a snack, the children are provided with a range of activities. We deliver a range, both inside and outside (weather permitting) which are sure to cater to everyone's interests and needs. To name a few, we have: arts and craft materials, a role play equipment, fine and gross motor skills activities, a quiet area, construction, board games, puzzles, toys and sport based activities and equipment. Children may also be encouraged to read or to play games that support their social development. Due to the Covid-19 pandemic, some resources have been withdrawn to reduce transmission of the virus.

## **6. Staffing**

After School Club is run by Teaching Assistants/Early Years Practitioners and Play Leaders, all with relevant first aid training and some with Food Hygiene qualifications. A member of the Senior Leadership Team (SLT) is also available during the club's opening hours to support staff and safeguarding. Arrangements for cover due to staff absence is organised by the After School Club Manager, who keeps a register of staff available for cover.

## **7. Behaviour**

After School Club follows the whole school "Good to be Green" behaviour system and our Positive Behaviour Policy (a copy can be obtained from our website). Parents/carers will be contacted if there are concerns with behaviour. Exclusions from After School Club are the final sanction when all possible strategies have been exhausted.

If a child's behaviour choices pose risks and a risk assessment has been carried out by senior leaders, a child may not be allowed to attend After School Club. This will be reviewed regularly.

## **8. Child Protection/Safeguarding**

All staff fully understand the need to be vigilant in regard to child protection and safeguarding. All staff have received appropriate child protection training, have signed and expressed their understanding of relevant documentation and are fully conversant with the school's child protection procedures and Safeguarding Policy. As part of their duty, staff will report concerns to the Designated Safeguarding Lead (DSL) on the Senior Leadership Team (SLT), who will discuss concerns with the relevant people.

## **9. Collection and Dismissal of Children**

At 3:15pm (the end of the school day pre Covid/ pre staggered times) Reception and Key Stage 1 children are collected from their teachers by an After School Club staff member and walked quietly to the club.

At, no later than 5:45pm, children must be collected by the appropriate designated adult (parent/carer). Please remember social distancing is vital when collecting your child and be patient if there are other parents/carers arriving at the same time as you. There is a video buzzer at the main gate to alert staff of your arrival. Please do not enter the dining hall, we will bring your child out to you. As you will be aware, parents and carers are not permitted inside any building during the pandemic. Children are accompanied by a member of staff and walked to the door of Maple building ready for your collection.

## **10. Fire Evacuation and “Lock Down” Procedures**

On hearing the fire alarm, all staff and children make their way calmly and sensibly to the bottom playground (Y5/Y6 playground) and line up against the wall/designated fire point and the register will be taken. On hearing the intruder “Lock Down” alarm, staff and children should make their way to the nearest lockable room (e.g. Year 5 classrooms) and the register will be taken.