



Hazelwood Schools

After School Club Policy

Reviewed and Adopted: **Autumn Term 2021**

Reviewed by: HT/Resources committee

Next Review: Autumn Term 2024

Review every three years

After School Club (ASC) Policy

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 (ASC) 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. 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. Operation

After School Club for Reception – Year 6 operates every school day from 3:15pm until 5:45pm. After School Club for Nursery starts at 3:00pm.

Children from Nursery, Reception and KS1 will be collected from the class teachers at the end of the day and taken to ASC. KS2 children will walk themselves to ASC. Children will start the session with an appropriate nut-free snack and drink provided by parents/carers from Rec-Year 6 and by the school for Nursery children.

The After School Club Manger will take a daily register. Children must be collected from the After School Club on or before 5:45pm.

4. Cost

The cost breakdown for After School Club can be found on our school website or by clicking [here](#). This is payable in advance via your 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 Parents/carers who incur arrears may have this facility withdrawn completely.

5. Late Collection & fees

Parents/carers who are late collecting their child from ASC will be charged a 'late fee' of £5.00 per child for every fifteen minutes after 5:45pm and we will follow the procedures outlined in our Non-Collection of Children Policy. After two late collections from ASC in a half term, you may not be able to continue at ASC.

6. 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, 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.

7. 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.

8. 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 within the school poses a risk 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.

9. 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), who will discuss concerns with the relevant people.