



## Luston Primary School

### After School Club Agreement

September 2021

At our After School Club we believe in open communication with all our stakeholders. This policy is presented to help ensure that everyone involved understands what we are trying to achieve. It will be reviewed and updated annually.

#### **Aims:**

- To support parents/carers by providing after school childcare from 3.05pm until 5.05pm.
- To provide planned play activities or enable free play, as appropriate.
- To offer the children a healthy light snack at the end of the school day in a safe and friendly environment.

#### **Ground Rules:**

1. The After School Club will be run by Luston Primary School.
2. The Club operates for children attending Luston Primary School.
3. The Club will provide a healthy light snack and fun activities to assist learning eg. reading, drawing, watching educational programmes, arts and craft, using the laptops/iPads for research and play, cooking, playing board games and sports.
4. A homework table is available to children should they need to complete their homework, however the club staff are not responsible for helping children with their homework.
5. Staff will be responsible for the care and management of children, treating them with respect at all times. Children will not be allowed to leave the after school club room base to play outside unsupervised.
6. The club will comply with environmental health food safety standards.
7. There will be at least two members of staff in attendance at any time and legal guidelines relating to the adult/child ration will always be adhered to.
8. All children are expected to behave well, show respect, be polite, look after equipment and resources, and to be co-operative and courteous to staff and to each other.
9. In the event that a child behaves inappropriately and does not follow the School Behaviour Code of Conduct, he or she will be unable to attend the club, either permanently or temporarily, depending on circumstances.
10. The charge of £3.30 for the first hour and £3.50 for the second hour covers the cost of care, a light snack, drinks and fruit. Fees will be reviewed annually.

11. Places for the After School Club need to be booked in advance. Invoices are generated at the end of each month. The school reserves the right to exclude a child if fees are not paid. If there are vacancies then short notice/emergency bookings can be made.
12. Full payment will be required for absence due to illness or holiday taken during term time if sessions have been booked and costs are incurred by school. If the absence does not impact financially, then no charge will be made.
13. At the end of the school day the children attending the club will be escorted by their teaching assistant to After School Club.
14. If you think that you are going to be late collecting your child you must call the After School Club Leader on 01568 615753 or 01568 612088. Parents who are late collecting their children on a regular basis will be charged a fee to cover the additional staffing costs. Places will be withdrawn if children are regularly collected late.
15. Parents/Carers are asked to keep the school informed of any change of emergency contacts via the school office as well as notifying the After School Club leader.
16. Parents/Carers are asked to inform the After School Club staff if their child(ren) has/have any food allergies or medical needs.
17. Parents/Carers must collect their children from the After School Club room or name an alternative person to collect their child. If there is any change to this arrangement the After School Club team must be notified beforehand.
18. Occasionally photos may be taken of the After School Club children for display purposes. If you object to your child being photographed please inform the After School Club team.
19. In the event of a parent/carer wishing to make a complaint, this should be made in the first instance to the After School Club leader. If a parent is still concerned then the matter should be taken to Sarah Turner, Head of School.
20. Parents/Carers are asked to show agreement with these ground rules by signing and returning a copy of this policy. We regret that we are unable to offer a place without a signed agreement.

**These Ground Rules are agreed on behalf of**

..... (Name of child)

Signed ..... (Parent/Carer)

Date .....

The children, working with all the staff at After School Club, have written their own Code of Conduct using their own words:

**When using After School Club I will:**

- **Be kind to others, remember that words can hurt**
- **Treat property with respect**
- **Be polite**
- **Talk not strop**
- **Have fun!**

Signed:.....

Date:.....