

Ebrington Primary School

After School Club Policy



Aims:

- To support working parents by providing after school child care from:
 - 2.00 – 4.00 pm (Nursery, Years 1 & 2)
 - 3.00 – 5.00 pm (Years 3-7)
 - 3.00 – 5.00 pm (Years 2-7) Terms 2 & 3 only.
- To provide planned activities.
- To offer children a snack at the end of the school day in a safe and friendly environment.

Some Ground Rules: (To ensure the smooth running of the Club)

- The After School Club is run by Ebrington Primary and Nursery School and caters for children of this establishment.
- It is **NOT** a homework club.
- A table/space will be made available to children should they wish to start their homework, however, the Club Staff are not responsible for helping children – homework remains a 'Parental Responsibility'.
- Mrs Lisa Brown has been appointed as an overall Co-ordinator for After Schools. Other staff members include: Mrs Clark, Mrs Gail Atkinson, Mrs Dougherty and Mrs Wendy McDowell.
- Staff will be responsible for the care and management of children, treating them with respect at all times.
- Children will not be left unsupervised, especially when playing outdoors.
- There will always be a member of staff in attendance and the school will operate a healthy adult/child ratio – normally 1 adult to 10-12 pupils.
- All children are expected to behave well, show respect, be polite, look after equipment and resources, and be co-operative and courteous to staff and to each other.
- Children who continue to behave inappropriately will be banned from the Club – either permanently or temporarily, depending on the circumstances.

At present the charge is £2 per hour

At the end of the school day, all children in Nursery and Years 1 & 2 will be collected and taken to the After School Club Room/Centre.

For very obvious reasons, children should be picked up promptly and on time, ie.,

3.00 pm 4.00 pm or 5.00 pm (P.T.O)

- We **DO NOT** wish to introduce an additional charge for lateness but places will be withdrawn if children are regularly collected late.
- Parents are asked to keep the Co-ordinator informed of any changes to pick up arrangements.
- Parents should collect children from the After Schools Club Room/Centre. The Co-ordinator must be informed in advance if an alternative person/adult is to collect their child.
- Occasionally photos may be taken of the After Club Children for display purposes. If you have any objections to this, please inform the Co-ordinator.

Bookings/Cancellations

Places for the After School Club need to be made and paid for by the **Thursday of the week prior** to the booking.

Co-ordinators require this information in advance so that adequate staffing can be arranged for the following week.

Please use the yellow money envelopes and green forms provided when making your booking. These are available in **ALL** classrooms and from the Office.

It is our intention to run our After Schools Club each day, even if pupils are permitted to go home early, eg.,

- i. Early closure for school sale.
- ii. Sports day.
- iii. End of term concert Yrs 1 – 4.

This means the only time the Clubs will NOT run is on the 3 Major Closures.

Christmas Holidays	-	School Closes @ 12 noon
Easter Holidays	-	School Closes @ 12 noon
Summer Holidays	-	School Closes @ 12 noon.