

After School Club Policy



Unlocking Potential

At The Cathedral Catholic School we are safe and cared for; we make Christ known and loved, using his example to strive for excellence in all we do.

In close partnership with parents and the parish of The Cathedral and St Thomas More, we aim to deliver an outstanding and distinctive Catholic education with Christ at its heart. Each person's unique value is recognised and nurtured so that, through God's grace we can grow, learn and realise our full potential.

We use our gifts and talents for the glory of God and in the loving service of others, proclaiming the Gospel and striving for the values of the Kingdom of God.

We profess our faith proudly and recognise that we are called to a loving relationship with God through the sacraments, scripture and prayer.

Aims:

- To provide a happy, welcoming place where all children are valued.
- To help children be healthy.
- To have strong partnerships with parents.
- To ensure the safety and welfare of each child.
- To provide a wide range of play activities, enabling children to engage and learn with children from different year groups.

Organisation:

- Afterschool Club is open from 3.00p.m. to 6.00 p.m.
- The club is available for pupils from reception to Year 6.
- Each child's details, medical conditions, parent contact details and additional emergency contact information is kept in the office.
- Bookings should be made a week in advance so that staffing levels can be planned appropriately. The register for the following week will be collated on a Friday morning.
- Children are registered as they arrive in the hall and must be collected via the East Road entrance.
- Fees should be paid on the day or as soon as you receive your invoice if you have agreed to pay by this method

Staffing:

We have places for 24 children and are staffed on 1:8 ratio for 4 – 8 year olds and a 1:10 ratio thereafter. All staff are employed by the school and are DBS checked.

Safeguarding and Health and Safety:

- Afterschool club staff follow existing school policies and procedures for safeguarding, child protection and the code of conduct.
- Where ICT equipment is used, they also follow the schools E. Safety policy and procedures.
- A separate risk assessment has been completed for Afterschool Club sessions and activities.

Catering

- Our snack food aims to be healthy. The children snack in small groups. Fruit, toast, yogurt, juice and water are all available. All regulations laid down by the Education (Nutritional Standards and Requirements for School Food) (England) (Amendment) Regulations 2011 are adhered to.

Fire Procedure:

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly way via the closest exit.
- They will congregate in the school playground.
- The club register will be taken outside and all names checked.
- There is a fire practice once per term.

Communication with parents:

- Staff will communicate verbally with parents/carers collecting children, which may involve passing messages from classroom teachers.
- Written notes to parents from the teachers are passed on by the staff.

Medication

- Inhalers are kept in the classroom. If a child needs an inhaler, a member of the Afterschool Club staff will escort the child to the classroom and observe that it has been taken correctly.
- Allergy information should be updated regularly and staff have access to this.

Cancellation

The only cause for cancellation would be school closure due to adverse weather conditions or problems with the building e.g. no heating or water supplies. In the event of closure

- A member of school staff will try to text families to arrange for collection of children.
- During adverse weather conditions school closure will be reported on the Bay Radio/Website, the school website and Lancashire County Council Website.

Payment

Payment must be made for all booked sessions unless cancelled 24hrs in advance.

Any parent entitled to WTC or any other forms of benefit may be able to claim part of their fees back and should contact the Benefits office.

Refunds

Due to the need to book places in advance wherever possible so that levels of staffing can be organised parents should make arrangements to pay in advance, on the day or by weekly invoice. If the school cancels the club, advance payment will carry forward into the next week.

Complaints

All complaints will follow the school's complaints policy.