



# After School Provision Policy

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Version Control

Version	Date	Changes
	16-1-2023	Change payee to OPPS bank account. Payment terms and conditions as agreed with PATCH from 1-9-2022-25-7-2023 will continue when the school runs the club from 1-4-2023
		New entrance for collection
		New email address for communication
	15-5-2023	After School Provision Mobile phone - communication with parents.
		Late payment for collection of children

## Aims

- To provide an affordable, drop-off childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils at the end of the school day.
- To provide children with a nutritious snack in a pleasant, calm and relaxed environment.
- To provide a wide range of structured play activities, enabling children to engage and learn with children from other year groups.

## Organisation

- email address for contacting After School Provision is: [afterschool@oldparkprimary.com](mailto:afterschool@oldparkprimary.com)
- Membership forms (paper copies) are available by request from the school office.
- After School Provision is open from the time your child's class is dismissed until 5.00pm or 5.30pm.
- The club is available for pupils from Foundation to Year 6 and during the year prior to which they are due to start school (i.e 3+).
- Each child's details, medical conditions, allergies, parent contact details and additional emergency contact information is kept securely.
- Children are registered as they arrive.
- Parents should collect their child from the Peace Garden entrance.

## Annual Membership

- Membership is for an academic year and regular monthly payments are required to secure a place.
- Parents should indicate their specific need (days per week) so ratios can be met appropriately.
- To ensure appropriate staffing **ad-hoc bookings are not available.**
- Parents will need to secure a place by committing to a minimum of one day per week membership payable monthly regardless of whether the child attends. Parents will need to book more days per week if the need is greater.
- Parents who work shifts and have changeable patterns: You do not have to name the day(s) of the week that your child is attending but must book the appropriate number of days per week annual membership and inform us of the actual requirement in the week prior or earlier if possible by emailing: [afterschool@oldparkprimary.com](mailto:afterschool@oldparkprimary.com).
- Parents cannot send their child for more sessions a week than the agreed annual membership booking, if you attempt to exceed the allocation in one week entry will be refused.
- Any changes to your annual membership will need to be sent via [afterschool@oldparkprimary.com](mailto:afterschool@oldparkprimary.com) email for consideration. If approved, you will

be notified with a revised standing order monthly payment adjustment request. These will be permanent changes for the remainder of your annual membership.

## Membership Payments

Prices to be determined each year by the school's Governing Body for:

- Annual membership

Charges for After School Provision are calculated taking into account staffing ratios, provision of food, services and resources.

**The governors have approved an After School Provision policy which insists on payment for membership including non-attendance. This means if your child is absent, no refund will be given. This decision ensures that the provision remains sustainable.**

Parents will need to set up a Standing Order payable to the schools bank. These details will be included in your After School Provision offer letter.

Membership payments are payable **monthly on the 28<sup>th</sup> of the month for 11 months (not on July 28<sup>th</sup>)**. Parents are welcome to pay multiple payments if they wish to do so.

Parents who use the National Savings scheme as a method of payment will need to ensure the 11 monthly payments (not July 28<sup>th</sup>) are authorised for payment on the 28<sup>th</sup> of each month.

**Payments received after 1<sup>st</sup> of the month will be deemed as a late payment. This will attract a charge of £5 and suspension of membership until the membership and late payment is received (via Lloyds Bank - Schools bank account).**

**Parents who do not collect their child at the time they pay for (5.00pm or 5.30pm) will be charged a late fee of £10 payable by direct bank transfer to the school's bank account before their child attends on their next membership day.**

If you wish to discuss our payment terms, please contact

[afterschool@oldparkprimary.com](mailto:afterschool@oldparkprimary.com)

## Membership Cancellation by Parents

During the month you have paid for, you must notify [afterschool@oldparkprimary.com](mailto:afterschool@oldparkprimary.com) that you no longer require your membership for the following month. No refund will be given as your child will be entitled to attend for the remainder of the month.

## Cancellation by the School

The causes for cancellation by the school would be school closure due to Health and Safety, staffing, adverse weather conditions, Pandemic or problems with the building, e.g. no heating or water supplies or other circumstances beyond our control. In the event of closure:

- A member of the school staff will endeavour to contact individuals via Arbor ParentPortal/Telephone.
- During Adverse weather conditions school closure will be reported via:  
**Facebook**—[www.facebook.com/oldparkprimary](http://www.facebook.com/oldparkprimary)  
**Sandwell LA school closure list** - Google search  
**Radio Stations**—Free Radio, Smooth Radio, Capital, Radio WM and Heart FM.  
**Arbor** parent Portal message

## Cancellation Refund

If the school cancels the club, a refund will be offered or the chance to carry payment forward.

## Safeguarding and Health and Safety

- In accordance with Safeguarding arrangements, all staff involved in the running of the After School provision, either in a paid or voluntary capacity have current DBS clearance. These records are held securely in school.
- After School Provision staff follow existing school policies and procedures for safeguarding, child protection and the code of conduct.
- Where IT equipment is used, they also follow the schools E.Safety policy and procedures.
- A risk assessment has been completed for After School Provision activities.

## Staffing

Staffing follows the ratio of 1:8 for children aged 3-8 and 1:10 thereafter. Staff are on site from 3.00pm to set up ready to collect your child from their class.

If a member of staff is absent, they will ring the school office in order for a replacement to be arranged if possible.

## Sustainability

The After School Provision relies on income from paying parents. The After School Provision is unable to maintain or sustain the service unless pupil's numbers remain high and meet these ratios. If the After School Provision cannot be sustained it will close. Schools are not obliged to provide after school provision and the school budget cannot be used to maintain the provision financially.

## Catering

- All regulations laid down by the Education (Nutritional Standards and Requirements for School Food) (England) Regulations 2016 are adhered to
- Parents will be provided with a list of the After School Provision food items to consent to before joining.

## 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 on the school field (designated assembly point).
- 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 when collecting their child. This will include messages from the classroom teachers.
- Parents can contact us by using [afterschool@oldparkprimary.com](mailto:afterschool@oldparkprimary.com) or the after school mobile number (parents will be sent the telephone number)

## Medication

- Inhalers are kept in the child's classroom. If a child needs an inhaler, a member of the After School Provision staff will escort the child to the classroom and observe that it has been taken correctly.
- All other medication administered will follow the existing school policy.
- Allergy information should be updated regularly and staff have access to this.
- Medical information is kept in the school office. Allergies and other medical information provided by parents will be kept on the registration form.
- It is the responsibility of the parents to ensure that medical information is kept up to date.

## Complaints

- All complaints will follow the school's complaints policy available on the school website. Page | 3