



At Raynville Academy we operate two provisions which extend our school day: Breakfast Club and After School Club.

These clubs are run by staff employed by the school and are overseen by the Academy Council. Both clubs follow the school policies and procedures, and these are available on the school website or from a member of staff.

Raynville Academy After School Club Policy.

Aims and Values

At Raynville Academy our aim is to be a school where achievement is high and every child is able to develop and thrive within a supportive atmosphere, where learning is fun and the value of each individual is evident.

- 🌍 In the After School Club we support pupil achievement by providing opportunities for pupils to complete homework tasks, develop problem solving skills, work as a team or an individual and develop independence.
- 🌍 We have an ethos of support and respect which enables children to feel safe and valued. Children are treated as individuals and we work hard to ensure that their needs are fully met.
- 🌍 Fun and enjoyment is at the heart of all that we do and we provide an environment where children can relax and unwind outside of the normal school day.
- 🌍 We work hard to meet the needs of our families and local community and believe that honest and open communication is vital to good relationships.

Admission Policy

- 🌍 We only accept pupils that are on roll at Raynville Academy for places in our After School Club.
- 🌍 Parents/Carers must complete a booking form prior to admission.
- 🌍 The After School Club operates in term time only and takes a maximum of 20 children per session.
- 🌍 All places are subject to availability.
- 🌍 When the club is full, we will maintain a waiting list for places. When places become available, they will be offered to pupils who have been on the waiting list longest first.
- 🌍 A minimum of 2 weeks' notice in writing must be given to cancel your child's place otherwise full fees will still be payable.
- 🌍 Two weeks' notice is required for any permanent changes to sessions attended. These changes will be dependent on availability of places
- 🌍 Any request for a temporary change will be considered, but agreement to a temporary change will be dependent on places available.



Charges and Fees Policy

- Current fees are available on request.
- All fees must be paid weekly in advance.
- We reserve the right to withdraw the place of any child with unpaid fees.
- Fees are payable for all sessions booked and are chargeable even if your child is absent from school due to illness or family holiday.
- Charges are reviewed and determined on an annual basis and come into force from 1st September each year
- Parents/Carers are liable for fees for all sessions booked, regardless of attendance (this includes holidays and illness).
- Payments are to be made by using your Parent Pay account.
- If a child attends an after school activity for a period, his/her place will be kept open.
- If the child is collected immediately from the activity, then there will be no retainer charge for School Club.
- If the child goes from the activity onto the after school club and is collected later from there, you will be expected to pay the full school club fee.
- Two weeks' notice is required for any permanent changes.

Food and Drink

- A late afternoon snack is provided in the after school club
- Please ensure that staff are aware of any allergies that children may have.

Medication/Food Allergies/Illness

- The school's first aid policy and administration of medication policy applies at all times.
- Parents of any child who becomes unwell during the After School Club will be contacted immediately. If a child is sent home during school hours, the school office will inform the Club of their absence.
- If your child has any specific medical conditions or food allergies please ensure you record this on the registration form and discuss any special requirements with club staff.

Behaviour

- Whilst attending the After School Club children are expected to follow the school's ethos and rules. The school behaviour policy applies at all times, including the rewards and sanctions.



Fire Procedure

- 🌐 In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm and orderly manner via the nearest exit.
- 🌐 They will congregate on the KS2 playground where a register will be taken.
- 🌐 The club will hold ad-hoc fire practices.

Confidentiality of Documents/GDPR

- 🌐 Any confidential documents are kept in the After School Club Office
- 🌐 All information obtained and processed will be done in accordance with the data Protection Policy
- 🌐 The information provided on GDPR Consent forms completed in school will also be used within the After School Club.

Cancellation of After School Club

The only possible causes for school to cancel the After School Club would be due to adverse weather conditions or problems with the building e.g. no heating or water supplies. In the event of closure a text will be sent to parents.

Other Key Policies

As our club is part of school provision we follow school policies agreed by the Academy Council. These include;

- 🌐 Child Protection
- 🌐 Health and Safety
- 🌐 First Aid and Accident Reporting
- 🌐 Inclusion and Equality
- 🌐 Medication
- 🌐 Complaints
- 🌐 Online Safety Policy
- 🌐 Behaviour Policy




Age of Admittance

School Club is open to all pupils on roll at Raynville Academy aged 4 – 11 years.

Hours of opening

 Monday – Friday 3.30pm - 6.00pm.

 Children attending the after school club must be collected by 6.00pm. If children are not collected by 6.00pm there will be an additional charge of £10 up to 6.30pm. If children are not collected by 6.30pm staff will contact Children's Social Care.

Holidays

The after school clubs are not open during school holidays or on school training days. A list of the school holiday dates and training days can be found on the school website under the key information section

Safeguarding

All staff are DBS checked and all school Child Protection and Safeguarding apply to School Club.

Complaints

All complaints should first be directed to the Club Manager. A copy of the complaints policy is available on the school website and a paper copy can be requested via the school office.

Applying for a place

The attached form must be completed prior to your child starting the After School Club. **Your child will not be accepted into the club until this form has been completed and a place is available.**

Please return the completed application form to the school office.

Policy dated 1st January 2021

To be reviewed/updated 1st December 2021



Raynville Academy After School Club Application Form

| Child's Name | Date of Birth | Any medical conditions/allergies |
|--------------|---------------|----------------------------------|
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I require my child/ren to attend the following days during the week.
(Please tick the appropriate boxes.)

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|
| | | | | |

- I agree to abide by the terms and conditions of the Raynville Academy After School Policy. I understand my child/ren's place maybe withdrawn if I fail to do so.
- I consent to the after school club staff having access to emergency contact information held about my child/children in school (i.e. home address and emergency contact telephone numbers). I understand that it is my responsibility to ensure that these details are kept up to date.

Parent's Signature _____

Print Parents Name _____

Date _____