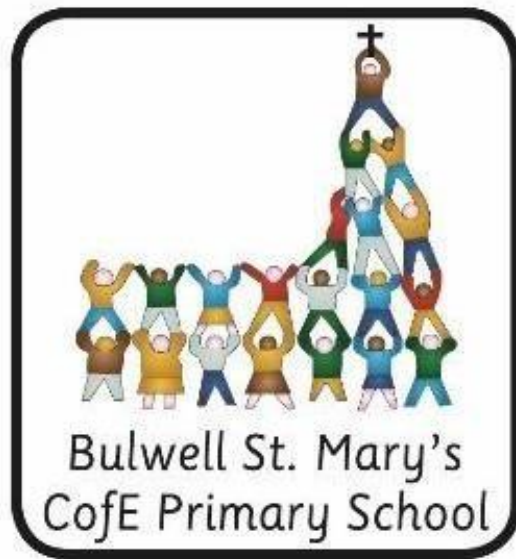




Bulwell St. Mary's C of E Primary School

After School Club Policy

2022-2025

Vision

Creating & inspiring a community where everyone recognises their self-worth as a unique child of God. Here we aim to develop a love of learning that enthuses and ignites hope for the future.

As the Angel Gabriel said to St. Mary:

"Nothing is impossible with God." Luke 1: 37

Mission

To ensure every child flourishes and can explore life in all its fullness.

'I came to give life - life in all its fullness'

John 10:10

Values

We are proud to be a Take Care school where we live out our school values through the four main aspects of Take Care.

Bulwell St. Mary's is a proud Church of England school that develops Christian values and morals. We focus on 6 key values: Respect, Friendship, Courage, Honesty, Forgiveness and Creativity.



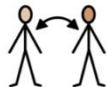
Take Care of Ourselves

Honour God with your body.
1 Corinthians 6:20



Take Care of Each Other

Love your neighbour as yourself.
Matthew 22:39



Take Care of Our Work

Let your good deeds shine out for all to see.
Matthew 5:16



Take Care of our School and World

God took the man and put him in the Garden of Eden to work it and take care of it.
Genesis 2:15



Respect

Do to others as you would like them to do to you.
Luke 6:31



Honesty

Let us tell our neighbours the truth, for we are all parts of the same body.
Ephesians 4:25



Friendship

Dear friends, since God so loved us, we also ought to love one another.
1 John 4:11



Forgiveness

If you forgive others their sins your heavenly Father will also forgive you.
Matthew 6:14



Courage

Be strong and courageous, do not be afraid.
Joshua 1:9



Creativity

We have different gifts according to the grace given to each of us.
Romans 12:6



This allows our children to grow as individuals and interact positively with each other in all situations they encounter. The values are a way of life rather than a set of rules to be followed which allows our children to become respectful, thoughtful, content and happy. Prayer and worship are an important part of our daily school life. Through getting to know Jesus our children learn the importance of love and respect for all, and how these values are reflected in their own behaviour and attitudes.

Our school motto is '**Where Your Journey Begins**'. We look forward to supporting you and your children along that journey.

After School Club Policy 2022-2025



Purpose of the policy

- To describe how the school delivers an After-School Club service which is affordable, sustainable and of quality.

Aims

Through our After-School Club we intend to:

- Provide opportunities for fun, enjoyment and learning through a range of activities.
- Encourage children to develop friendships between age groups and work together cooperatively.

Hours

- After School Clubs run during term time - starting at the end of the school day and closing at 4.15pm.
- All spaces are subject to availability based on ratios.
- Places are allocated on a first come first serve basis.
- Clubs are open to all children from the year group the clubs are aimed at.
- Reception & KS1 children will be escorted to the club at the end of the school day.
- KS2 children will make their own way to the club at the end of the school day, unless there is a need for an adult to accompany them.

Admission, booking procedures and payment of fees

- Children will be given a letter for requesting a place at a club. This needs to be returned to the class teacher or school office
- Emergency contacts and password must be given before a child can attend the club.
- Some clubs are free of charge. Any clubs that require a payment must be paid for in advance of the session.
- Confirmation of a place will be given in writing/via the Dojo system.
- Should you no longer wish your child to attend After School Club, you must give at least one full week's notice in writing.

Venue

- After School Clubs are based in different areas of the school depending on the focus of the session.
- Parents will collect their children at the main entrance at 4.15pm

Register and Collecting

- A register of children who attend After School Club is taken at the start of each session. This register is filed in the After School Club folder which is kept in the school office.
- If a parent is unable to collect their child as arranged, they must let school office staff know who is collecting their child. A password system is in place for any adult collecting a child on behalf of the main carer

Late collection

- If a child has not been collected by the end of the session, parents will be contacted in the first instance by telephone. The additional contacts parents have been provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, the police and Social Care will be informed.
- Staff will follow and record late collections as per the school's late collection policy.
- If a child is collected late on more than two occasions, their place at the club will be reallocated.
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Snacks

- Fresh drinking water is available to the children at all times.

Activities/ Provision

- A range of activities are planned and range from sports based sessions to art and musical clubs.
- The age of the children are considered when planning activities to ensure they are appropriate.

Behaviour

- Children and staff are expected to follow the School's Core Values and behaviour policy whilst attending the After School Club.
- The school's behaviour policy will be followed. Continual misbehaviour in sessions may result in the child not being able to attend future sessions

Health & Safety

- Staff must follow the Health and Safety, E-Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- The procedures to follow in the event of a fire or evacuation are detailed in the Fire procedures policy.
- All staff must make themselves familiar with the above documents.
- In case of emergency (such as medical or missing child) a member of the Senior Leadership Team will be informed immediately and procedures followed.

First Aid

- There must be a qualified first aider on site during sessions.
- A first aid kit will be taken outside when children participate in outdoor activities.

- All accidents will be recorded using the school system. The accident will be reported to the parent/carer when collecting their child.
- Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- All staff must be made aware of the children who have Individual Health Care Plans and what they contain.

Staffing

- All staff will adhere to the Staff Code of Conduct and all school policies.
- All After School club staff are DBS checked and must attend Child Protection induction and/or training. All staff must be familiar with the Child Protection and Safeguarding Policy and related documents and be clear about how to deal with safeguarding concerns.
- Staffing arrangements are considered to meet the needs of children who have special needs.
- The club will be led by a Level 3 or equivalent, or higher qualified member of staff. In the event of the Leader being absent, an experienced member of staff will lead the club and a senior member of staff will remain present on the school site.

Policy to be reviewed November 2025