

# Singlewell Primary School

## After School Club

Singlewell Primary After School Club is operated by the school during term time only. The Club is NOT OPEN on INSET days or school holidays. The Club is only open to pupils that currently attend the school.

### Singlewell Primary After School Club

Opening Times (Term time only and excluding INSET Days)  
After school: 3:05pm - 5.45pm

We aim to provide opportunities for children to relax and have fun whilst developing their social, intellectual, creative, imaginative and physical skills in a safe and encouraging environment.

Food: A light snack will be provided at 4:00pm. A variety of sandwiches or rolls, pitta, wraps, jacket potato with toppings, toasted tea cakes, crumpets or bagels, cake, yogurts and fruit are available.

Drinks provided will be a choice of fruit squash, milk or water.

Current Fees  
(Reviewed March 24)  
After School Club (per child/per session)

£10.00 per session, per child

**PAYMENTS MUST BE MADE IN ADVANCE AT**

<https://app.parentpay.com/>

A child will still be able to have their snack later if they attend an extra-curricular club first.

Forty-eight hours' notice is required if a place is no longer required. Charges will be made for the booked sessions within the notice period whether or not the child attends.

#### General Structure of the Club

|                 |   |
|-----------------|---|
| 3.05pm - 3.15pm | Children arrive/free play, choice/relaxation  |
| 4:00pm          | Light Snack   |
| 4:30pm - 5.15pm | Themed activity/Homework/Use of school facilities (computing suite, art resources, playground, field, quiet garden etc) |
| 5:15pm- 5.45pm  | Choice of activities/free play  |

For further information and registration and agreement forms please contact the school office on 01474 569859 or email [office@singlewell.kent.sch.uk](mailto:office@singlewell.kent.sch.uk). Staff will be more than happy for you to come and see our After School Club in operation.



## After School Club Registration Form

|                   |       | Please ✓ days you wish your child to attend |      |     |      |     |
|-------------------|-------|---|------|-----|------|-----|
| Child's Full Name | Class | Mon   | Tues | Wed | Thur | Fri |
|                   |       |   |      |     |      |     |
| Start Date        |       |   |      |     |      |     |

### Emergency Contact Numbers

These must be numbers which can be reached between 3:05pm and 5:45pm

|                                 |  |
|---------------------------------|--|
| <b>Priority 1 Contact Name:</b> |  |
| <b>Relationship to Child:</b>   |  |
| <b>Mobile:</b>                  |  |
| <b>Home:</b>                    |  |
| <b>Work:</b>                    |  |
|                                 |  |
| <b>Priority 2 Contact Name:</b> |  |
| <b>Relationship to Child:</b>   |  |
| <b>Mobile:</b>                  |  |
| <b>Home:</b>                    |  |
| <b>Work:</b>                    |  |
|                                 |  |
| <b>Priority 3 Contact Name:</b> |  |
| <b>Relationship to Child:</b>   |  |
| <b>Mobile:</b>                  |  |
| <b>Home:</b>                    |  |
| <b>Work:</b>                    |  |

### SPECIAL DIETRY/MEDICAL REQUIREMENTS/ALLERGIES

|  |
|--|
| <b>Medical Requirements (detail below):</b>                                      |
|  |
| <b>Special Dietary Requirements or Food they are not allowed (detail below):</b> |
|  |
| <b>Allergies (detail below):</b>   |
|  |

|  |  |
|--|--|
| <b>PASSWORD FOR COLLECTION OF CHILD:</b> |  |
|--|--|



# AFTER SCHOOL CLUB AGREEMENT AND RULES

## GENERAL INFORMATION

The Singlewell Primary After School Club provides an after school activity in a safe happy environment situated in the Main School Hall and is supervised by professional, experienced staff. All After School Club staff are employed by the school and will have a current DBS check. We aim to provide a high quality service which meets the needs of both parents/carers and children. For a child, this means an environment that is safe, supportive, encouraging, nurturing, a place to be with friends and make new ones, to try out different activities, to relax, to have fun and enjoy. Parents/carers are expected to give their support and encouragement to Singlewell Primary After School Club and to uphold and promote its good name. Singlewell Primary After School Club will ensure that appropriate standards of behaviour, discipline and hygiene are maintained.

Singlewell Primary After School Club is open during term time only, from Monday to Friday from the end of the school day 3:05pm to 05:45pm.

Children attending After School Club will be supervised at all times and staff will comply with environmental health food safety standards. Please note that the school accepts no responsibility for children on school premises not attending the After School Club.

The After School Club is self-financing, no financial support is received from the school. All running costs must be met from fee income. Any profits made after costs will be reinvested back into the Club and School for the benefit of the children.

Children eligible to join the After School Club must be existing pupils at the school and is not available to any siblings who may be attending another local school and/or Pre-School. After they have eaten, time permitting, children will participate in indoor and outdoor activities supervised by the After School Club staff. KS1, Reception and KS2 children will be escorted with all their belongings from their classrooms to the After School Club.

## OBJECTIVES

- To enable pupils to eat a healthy snack at the end of the school day in a pleasant, relaxed environment which can have a positive impact on learning.
- To provide a welcoming, safe secure environment for pupils at the end of the school day.
- To employ caring supervisory staff.
- To provide an affordable service for working parents.

## STAFFING AND SUPERVISION

The children are adequately supervised at all times and the ratio of staff to children will not exceed 1:15. The club supervisor and assistants are members of staff at Singlewell Primary School and are DBS checked as well as holding current first aid certificates. The staff members will take a register of all children attending.

## REGISTRATION

Only children for whom a Registration Form has been completed and whose place has been confirmed in advance (whether for regular or ad hoc attendance) may attend Singlewell Primary After School Club. All sessions must be pre-booked. A child will no longer be registered with our service if they have not attended a session for one academic year.

## BOOKING

Bookings are made and paid for online only via <https://app.parentpay.com/> . Bookings are on a first come first served basis, please book as soon as possible to avoid disappointment. If no space is available, then please contact the school office to be placed on a waiting list, but we will not be able to guarantee that a place will become available.

1. **Short Notice Bookings:** If you require a session within the next 48 hours, please note that bookings must be made through the School Office only. ParentPay will not allow you to make this booking. This policy ensures that we can effectively manage staffing and preparation for the number of children attending each session. The School Office will only be able to accept your request if there is a space available and your child's account is in credit.
2. **Positive Balance Requirement:** Please ensure that your child's account maintains a positive balance. This will help facilitate a smooth booking process and ensure that your child's place is secured.

## PAYMENT OF FEES AND CANCELLATION

The cost per session is £10.00 per day and must be paid in advance online at <https://app.parentpay.com/> .

Parents will be given one term's notice of any change in fees which will be reviewed annually by the Full Governing Body of Singlewell Primary School.

The parent signing the Clubs registration forms and clubs agreement and rules is known as the 'Contracting Parent' and is responsible for booking and payment of all fees.

If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Staff will treat all matters in confidence and arrange for discussions to be conducted in private.

If you intend to pay for Breakfast or After School Club using childcare vouchers or any tax-free childcare arrangements, bookings must be made directly through the school office. Please note that these types of payments cannot be processed via ParentPay. To help us manage this process effectively and avoid placing undue pressure on office staff, we kindly request that all such bookings are arranged at least five working days in advance. All payment methods must be pre-agreed with the school.

The School reserves the right to exclude children if fees are unpaid after a reminder and parents are advised to contact the school in case of any difficulties with payments. No refunds will be given for non attendance due to sickness or any other absence or for sessions only part attended.

Forty-eight hours' notice is required if a place is no longer required, the online booking system will allow you to make changes up to forty-eight hours before the session. Charges will be made for the booked sessions within the notice period whether or not the child attends.

A child will leave Singlewell Primary Breakfast and After School Clubs when he/she leaves Singlewell Primary School.

In the event of school closure, for example due to weather, a full refund will be given against the next term's fees for regular and ad hoc bookings. Any credits at the end of Year 6 or if the child transfers mid year to another school will be refunded.

## CHARGING POLICY

Singlewell Primary School has a Charging Policy that includes details of payment methods and pursuance of outstanding fee payments. The Policy is available for inspection.

## **SAFEGUARDING**

The Singlewell After School Club will follow the school's safeguarding procedures. A Risk Assessment has been carried out for the After School Club. This risk assessment will be reviewed annually by the school. Parents will agree to accept the authority of the After School Club staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child.

## **ARRIVAL ARRANGEMENTS**

It is the responsibility of the class teacher to bring the children attending the After School Club in their class into the Club. The Club Supervisor will register the children and investigate if a child is expected but does not arrive. Absent children will be followed up from the school's class registers at the beginning of the school day in accordance with our normal school procedures.

## **ABSENCE**

If your child is absent from a booked session you must notify the Club Supervisor by telephoning the school office before your child's planned arrival time. If your child leaves school early and unexpectedly, you must inform the school office that your child was expected to be at after school club. The office staff will then pass on your message.

## **COLLECTION ARRANGEMENTS AND LATE COLLECTION FINES**

Parents should collect their children from the Back Entrance and they will be required to sign out their child. Once the session begins, a register of attendance will be taken and the children must stay in the Club until they are collected by their parent/carer. We will not permit children to be collected by anyone under the age of 16 years old. Parents must inform the school office if their child is going to be absent from the After School Club.

**Late collections after 17:45 will be charged at £5.00 automatically, £10 after 15 minutes, £15 after 30 minutes** to cover the costs of salary rates for the two members of staff who need to remain to supervise your child. If children are not collected by 18:15pm and the Club Supervisor has not received any notification of this from parents/carers, the police/social services will be contacted. If a Parent/Carer consistently arrives late to collect their child, their After School Agreement will be terminated.

Parents unable to collect their children from the After School Club are requested to telephone (not text) the Club Supervisor giving the name of the person collecting their child, their relationship to the child and ensure that they are aware of the child's password. No child will be allowed to walk home from the After School Club alone.

## **SPECIAL DIETRY, ALLERGIES, MEDICATION REQUIREMENTS, ILLNESS, ACCIDENTS, FIRST AID & EMERGENCIES**

Any special dietary requirements (for example due to allergic reaction or cultural or religious beliefs) must be notified on the After School Club Registration Form.

If a child becomes ill during a Club session, every attempt will be made to contact one of the people listed on the Registration Form, to arrange collection of the sick child. The child will be cared for until collected.

In case of a minor accident, basic First Aid will be administered. In case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/legal guardian to advise or discuss with him/her the course of action to be taken. All accidents and emergencies are entered in the Accident Log.

The After School Club operates under the same procedures as Singlewell Primary School with regard to First Aid, Illness and Accident Reporting. The member of staff at the After School Club is first aid qualified and has a food hygiene certificate.

Only medication such as inhalers will be administered by the After School Club staff and a consent form/care plan must be completed by the parent/carer. If your child is on antibiotics and is well enough to attend school please administer the required dose before he/she attends the Club.

Parents are asked to inform the school immediately of any change of emergency contacts or medical needs.

### **REFRESHMENTS**

Singlewell Primary After School Club will provide a selection of refreshments for the children including a variety of sandwiches, rolls, wraps, toasted buns, cakes, fruit, Yogurts, squash, water and milk as well an option of jacket potato with a filling. It is the parents' responsibility to report any food allergies on the Registration Form when joining the After School Club and to ensure that this is updated should circumstances change.

### **LOSS OF PROPERTY**

Singlewell Primary After School Club will not be liable for loss of property brought onto the premises by parent/carers or child. Mobile phones can only be brought into school by Year 6 and will be required to be handed to the Supervisor until the end of the After School Club session.

### **POSITIVE BEHAVIOUR AND DISCIPLINE**

Children are expected to show a good standard of courtesy and behaviour at all times. After School Club is part of Singlewell Primary School and as such children are expected to follow the same guidelines as documented in the Positive Behaviour and Anti Bullying Policy which can be found on the school website.

Any discipline problems will be brought to the parents' attention by the supervisor. If the problem cannot be resolved, then the problem will be referred to the Headteacher. If the conduct of the child continues to be unacceptable and it appears to the supervisor that the continued presence of the child is incompatible with the interests of Singlewell Primary After School Club and cannot be resolved the child may, at the discretion of the Headteacher be asked to leave the After School Club.

To ensure the safety of pupils using the After School Club we have particular requirements regarding behaviour. Below is a copy of our agreed code of conduct. Please read this through with your child.

Every pupil should:

- Observe normal school rules
- Co-operate fully with staff at all times
- Be considerate and polite to others at all times
- Respect requests and requirements made by staff
- Look after equipment and resources
- Abide by After School Club Agreement and Rules

Any needs/concerns that you may have should be brought to the staff's attention and you are welcome to discuss your concerns with the After School Club Supervisor or the Headteacher.

### **SCHOOL POLICIES**

All other Singlewell Primary School policies not mentioned in the Terms and Rules will be adhered to by the Singlewell After School Club.

### **QUALITY ASSURANCE**

Senior leaders of the school will monitor the breakfast or after school club at least once each term. They will observe, talk to children and check play plans. At least once each year, a full audit of the provision will be carried out by a senior leader and a governor. External monitoring will be carried out by Ofsted who will inspect the provision as part of the school inspection.

**COMPLAINTS**

In the event of a parent wishing to make a complaint, this should be made in the first instance to the After School Club Supervisor. If a parent is still concerned then the matter should be referred to the Headteacher. Parents are also referred to the Singlewell Primary School's Complaints Procedure.

**CONSENT**

I consent to my child being given any necessary emergency medical treatment. If necessary, I agree to my designated emergency contact person collecting my child from the school.

Signed ..... Date .....  
(Parent/Carer)

Print Name.....

**WITHDRAWAL OF THE FACILITY**

I understand that I may be asked to withdraw my child from the school if the above conditions and After School Club rules are not adhered to.

**AGREEMENT**

I have read, understood and agree with the Singlewell After School Club terms and rules. In accepting the place for my child, I agree to these terms and rules by signing and returning a copy of this agreement.

Signed ..... Date.....  
(Parent/Carer)

Print Name ..... Date.....

|                             |           |
|-----------------------------|-----------|
| <u>School Use Only</u>      |           |
| Signed .....                | Date..... |
| (Singlewell Primary School) |           |
| Print Name .....            | Date..... |