

St. Clement's C. of E. Academy

Before and After School Clubs Policy # Learning for Life, Anchored in Christ

Approved by Governors: March 2025
Next review: July 2027

ST. CLEMENT'S
C. OF E. ACADEMY

Our vision :

Inspiring happy, **courageous**, independent, curious and creative, life-long learners. We aim for all to achieve their full potential, striving both academically and socially with **humility** and **dignity**.

Believing being anchored in Jesus Christ will guide us all with **hope**, **compassion** and **wisdom** in becoming successful members of a global community.

Introduction

Breakfast and After School Clubs at St.Clement's CE Academy exist to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment. The club operates from 7.45am to 8.45am and from 3.30pm to 4.30pm term time, and current costs for different session can be obtained from the School Office.

A copy of this policy is available on the school website. All parents must complete a registration form and agreement for each child attending the club.

Admissions

- Only children attending St.Clement's are eligible to attend Club.
- All places are subject to availability and given on a first come first serve basis.
- The registration process must be completed prior to the child's commencement at the club.
- All completed club letters needs to be emailed back or handed in to the school office.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded on a school club register.

Arrival and Departure

Breakfast Club

- Parents/Carers are required to bring their child to the main reception in the morning. Pupils arriving after 8.30 will not be allowed to enter Breakfast club.

After School Club

Collection of Children

- Staff will escort all children to the hall, where the lead adult for the club will be waiting and take the register.

Departure

- Children should be collected at 4.30 pm from Butlin Street gate. The adult lead of club will walk children to the gate and release them to the appropriate adult from collections lists.
- Parents should inform the School if their child is going to be absent from club.

School will inform parents as soon as is possible if any club needs to be cancelled for any reason.

Behaviour

Whilst attending club children are expected to:

- Use socially acceptable behaviour.
 - Respect the adult lead- Aspire coaches or school staff
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Informing parents about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner with school procedures and strategies being followed by both school staff and Aspire coaches.
- If necessary, the child will be asked to take a time out from the activity (sit at the side).
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
 - Aspire staff will always refer to a member of SLT who will be available during 3.30-4.30

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the child will no longer hold their place at club. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid- Usual school procedures are followed:

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of staff.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider wherever possible

Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, club staff will be informed of their absence.

Uncollected children

If a child has not been collected by 4.30pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed. If children are picked up late on more than 2 occasions, the child may lose their place at club.

Related Whole School Policies:

- Safeguarding and Child protection policy
- Equality, diversity and inclusion policy
- Health and Safety policy
- Behaviour for learning policy

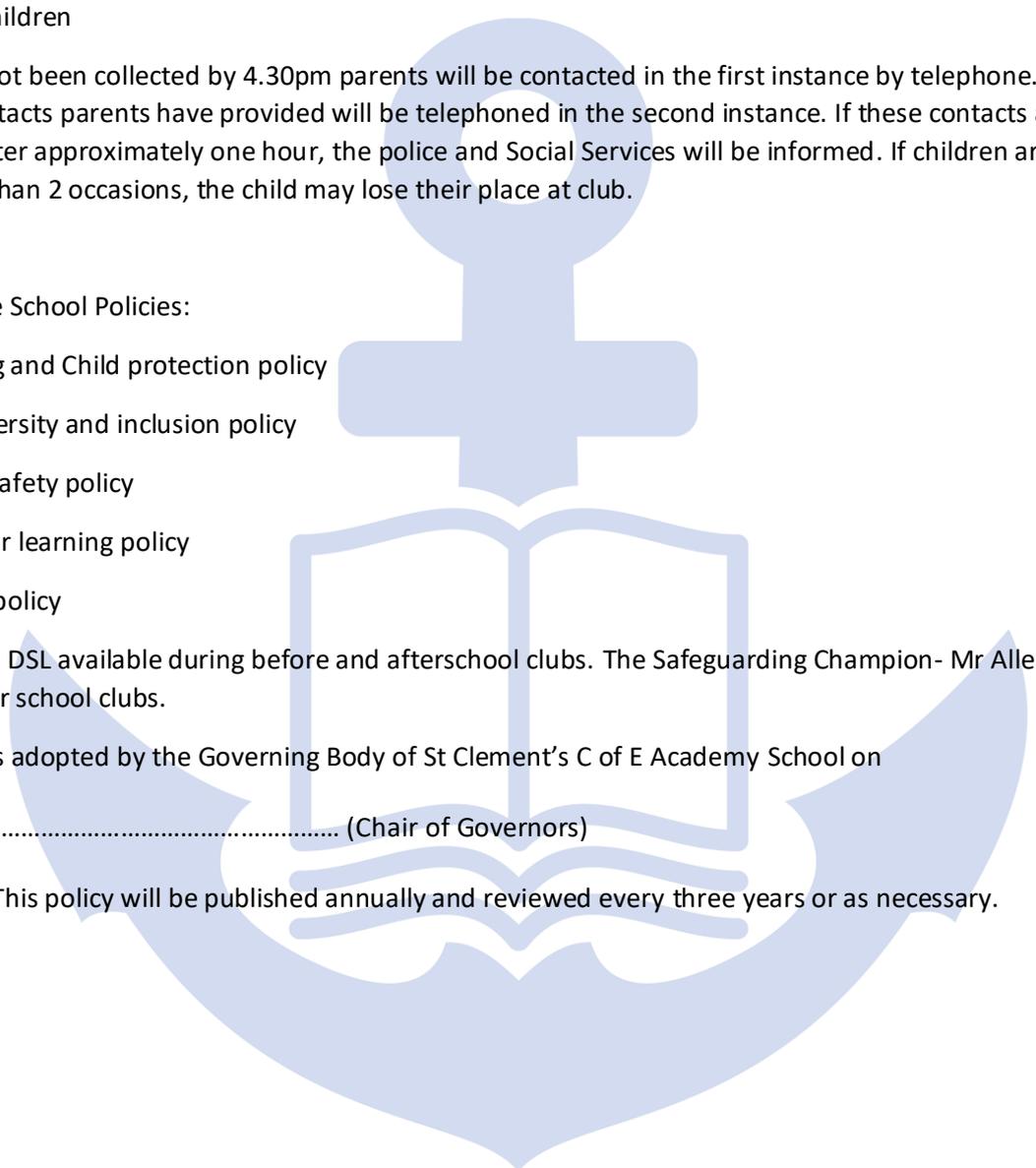
Anti- bullying policy

There will be a DSL available during before and afterschool clubs. The Safeguarding Champion- Mr Allen will be on site for all after school clubs.

This policy was adopted by the Governing Body of St Clement's C of E Academy School on

Signed: (Chair of Governors)

Review Date: This policy will be published annually and reviewed every three years or as necessary.



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