

# **South Harringay School**

## **After School Club Policy**

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**Member of staff responsible: Ian Scotchbrook**

**Date to be reviewed: September 2025**

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## Principles and Background

South Haringay School took over the running of the After School Club in November 2020. Our school wishes to ensure that the children of our school are provided with supervised play activities in a safe and stimulating environment. We use a child centred model of provision with children selecting from a range of activities; A variety of indoor and outdoor activities are provided on any given day. The activities are designed to facilitate the development of a range of skills, as well as appeal to a wide range of interests.

## Staffing and Pupil Attendance

Mara is the After School Club Manager. She is supported by 6 other individuals employed directly by the school, all of whom have direct experience of supporting children within our setting.

In addition, there is support from a Rose Academy sports coach, all of whom have experience in delivering PE lessons, and activities in primary schools, as well as running holiday time clubs for primary aged children.

There is always a staff member with first aid qualifications on duty.

Any child can make an application to attend. When capacity allows we welcome applications from children who do not attend our school. There are limited spaces per session depending on the number of staff.

Our club is very popular and we always have a waiting list.

Once a child has secured a place they retain this for the duration of their time in our school (as long as they attend regularly and do not breach our behaviour standards). This is because many parents/carers arrange their work patterns around the provision and we know that to be making changes to work patterns termly, or annually, is not always possible.

We appreciate parents/carers who no longer need a place to inform us as soon as possible so it can be reallocated.

If a child does not attend regularly, they may lose their place. We will send parents/carers a warning letter after 3 weeks of non-attendance. If the place is not used in the fourth week we will allocate this place to a child on the waiting list.

When allocating places, we prioritise younger siblings on our waiting list to allow parents/carers to maintain their pre-arranged work patterns. We prioritise the children of our staff members who have children in our school. We also prioritise children with specific vulnerabilities such as Looked After Children and those with a social worker.

**Opening hours are from the end of the school day until 6pm.** However, only children who have attended school during the day are permitted entry to the after-school club i.e. you cannot drop your own child off at the club.

## Booking and Payments

All sessions are booked in advance for the term ahead. Parents/carers are requested to identify and book the individual days of the week they require their child/ren to attend. Changes to the booked days cannot be made mid-term and are only permitted if spaces are available.

The standard rate is £15 per session per child for children in years 1- 6 and £17 per session for children in nursery and reception. A limited number of concessionary places may be available in exceptional circumstances. We do offer discounts to staff members.

Payment can be made using Parent Pay. Please ask the office for an activation letter once your child has been offered a place. An alternative method of payment is using tax free child care or childcare vouchers. These DO NOT reflect on parent pay as it is not a cash tender. If you choose to pay this way, please send us an email notifying us that you have made a payment and include the reference you have used (preferably your child's name). We will also need to know how you would like the payment distributed if your child attends multiple clubs. If you chose to pay this way its important that you keep track of how much you have paid so that you know when payment is due again.

All sessions must be paid for in advance. (Childcare vouchers and tax free childcare are accepted). **You child may lose their place if payment is not made.**

Refunds are not available for missed sessions. In exceptional circumstances refunds may be granted for long term absences.

If sessions are not run due to the capacity issues within the school, refunds will be issued.

## Activities and resources

Equipment and toys are provided for a range of activities. These include arts and crafts, sports and games, board games and puzzles, reading and storytelling and imaginative play.

There are adequate toilet facilities available to the members of the club. There are toilets reserved for the exclusive use of Infant school children and separate facilities for the Junior School children. There are two kitchens attached to the space, but children are not permitted to be in the kitchens. We do have IT equipment including iPads. These are used only for specific learning activities e.g Mathletics and Myon and in line with our E Safety Policy.

## Safeguarding

The protection and safeguarding of the child is the first priority. At least one member of staff on site must hold a current First Aid certificate. The administration of medicines is carried out only under advice and according to school policy. A First Aid box is clearly identifiable and accessible. Actions are taken to minimise risks, and the premises are kept clean.

Staff are trained in the school's Child Protection procedures and follow these by handling concerns and allegations discreetly and sensitively and will pass information to the school's Designated Safeguarding Leads. All concerns are recorded using our online Safeguarding system 'My Concern'.

There is always a Designated Safeguarding Lead on site.

The majority of staff at The Green already work closely with the children, know them and are therefore in a position to notice changes.

Children are secure and safe on the premises. Children are supervised at all times, the definition of supervision being within sight or hearing of a member of staff. Procedures are in place for emergency evacuation in the event of a fire and fire drills are carried out regularly. Access to the premises is controlled and visitors must sign in.

### **Food and Drink**

Children can bring a healthy snack and drink which is eaten at the very beginning of the session while everyone is seated. We do not allow any crisps, chocolates or fizzy drinks. Nuts, and products containing nuts (including sesame) are never allowed on our school site. Fresh drinking water is available to children at all times.

### **Special Needs and Disabilities**

We are proactive in ensuring that any appropriate action is taken when a child is identified as such. Their welfare and development is promoted so that they have equal access to the play provision. Staffing arrangements are considered to meet the individual needs of children who have special needs. The environment is organised so that these children have equal access to the facilities and activities available.

The special needs of children whatever their nature is treated with discretion, sensitivity and above all, confidentiality.

### **Behaviour**

Staff follow our school Positive Relationships Policy (behaviour policy) as closely as possible. Staff are confident in managing a wide range of children's behaviour including those children who can be more challenging. The expectation will be that children will behave well or certain sanctions will be employed. In extreme cases, sanction can include temporary exclusions from the club and even permanent exclusion. Only members of the school's Senior Leadership Team can decide on when exclusion, temporary or permanent, will be used.

The environment and setting is such that good behaviour is encouraged. Any negative behaviour is handled consistently and appropriately.

Staff are trained in dealing with bullying and more serious incidences i.e. of a homophobic, racist or sexist nature, are duly recorded, investigated and dealt with accordingly, in line with the school's anti-bullying policy.

### **Late Collection**

Late collections can be upsetting and stressful for children as well as staff.

We reserve the right to charge £1 per minute for any late collections.