

South Harringay School

After School Club Policy

Member of staff responsible: Ian Scotchbrook

Date to be reviewed: Autumn Term 2026

Principles and Background

South Harringay 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 8 other individuals employed directly by the school, all of whom have direct experience of supporting children within our setting.

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.

Entry criteria for children with SEND

If your child has Special Educational Needs and/or Disabilities (SEND), please be aware that their place at The Green will be considered in line with our Wrap-Around Care Guidance (appendix 1). This includes reviewing your child's level of independence, safety needs, staffing capacity and any reasonable adjustments we can provide. We may need to discuss your child's needs with you before confirming a place to ensure we can safely support them in The Green environment.

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 Senior Leader 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.

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.

Appendix 1

Children with an EHC plan and/or complex needs

1. Purpose of this document

This document outlines the school's approach to access, support, and decision-making relating to wrap-around care and after-school clubs. It aims to ensure clarity for parents, consistency for staff, and transparency around how inclusive practice is balanced with safety, staffing capacity, and pupil needs.

2. Criteria for access to wrap-around care

Access to wrap-around provision is open to all pupils; however, decisions must take into account the following considerations:

- The child's level of independence (e.g., ability to follow routines, manage personal care, transition between activities).
- The child's ability to remain safe within a larger group setting without 1:1 support.
- Staff capacity during wrap-around sessions, which operate under different ratios than the school day.
- The environment and activities offered, and whether these can safely meet the child's needs.
- Any known risks relating to behaviour, health, sensory needs, or safeguarding.

3. Reasonable adjustments

The school is committed to making reasonable adjustments in line with the Equality Act 2010 and the SEND Code of Practice.

Adjustments may include:

- Adaptations to routines or expectations.
- Providing visual supports or structured tasks.
- Adjusting seating, grouping, or supervision arrangements.

However, adjustments must remain reasonable within the context of staffing ratios, safety, and the nature of wrap-around provision. In circumstances where the level of need cannot be safely supported, safeguarding must take priority.

4. School limits and capacity

Wrap-around care operates separately from the school day and is funded differently. Staffing ratios are lower, and specialist support such as 1:1 provision is not automatically available. The school may need to seek external support or require parents to fund additional supervision if a child cannot access the provision safely within existing capacity.

If a child's needs require a level of support that cannot be reasonably provided within the wrap-around team, the school may not be able to offer a place until additional arrangements are secured.

5. Review processes

The child's access to wrap-around care will be reviewed as part of the ongoing Assess–Plan–Do–Review (APDR) cycle. Reviews may occur:

- Half-termly
- Following significant changes in need or behaviour
- After feedback from staff or parents

Adjustments or decisions relating to participation will be communicated with parents in a timely manner.

6. Process for handling concerns

Parents who have questions or concerns should follow the steps below:

1. Contact the Inclusion Lead/SENDCo to discuss concerns or clarification needed.
2. A response will normally be provided within 5–10 working days, depending on availability and urgency.
3. If further discussion is needed, a meeting will be arranged to review provision, risks, adjustments, or next steps.
4. Where agreement cannot be reached, the matter may be escalated to the Headteacher in line with school policy.