



Roxbourne Primary School After School Care (ASC)

General Information and Terms and Conditions

Roxbourne Primary School in partnership with BeActive Sports and Clubs provides high quality extended day provision for pupils from our school from Reception to Year 6 weekdays during term time only.

We aim to provide a happy, safe and enjoyable environment for the children in our care, led by a team of experienced staff who know the pupils well and understand our school's policies and procedures.

Schedule

ASC is offered Monday to Friday between 16:30 to 18:00.

Please note that there is no ASC on the last day of the Autumn, Spring or Summer Terms.

Staffing

Our ASC is led by experienced coaches from BeActive Sports and Clubs, Mr Wilkins and Mr McGarvie.

Policies and procedures

The after school club is run as part of the overall educational provision of the school and follows the school's policies and procedures. Policies adopted by the ASC include: –

- Safeguarding and Child Protection Policy
- Whistleblowing Policy

- Staff Conduct Policy
- First Aid Policy
- Medical Needs and Allergies Policy
- Behaviour Policy
- Teaching and Learning Policy

Special needs

The after school club staff will make every effort to accommodate and welcome any child with special needs. We work with parents/carers and relevant professionals to meet the child's specific needs.

We will endeavour to accommodate all children of all ability: each case will be assessed individually and risk assessed to ensure everyone's safety.

What we offer

We offer a wide range of activities including; craft, board games, reading, imaginary play, construction, sport, IT based activities, and study support. During their time at the club the children will be able to make choices about what activities to do. There will be at least one adult led activity each day, which children can choose to take part in. These will sometimes be themed across a week, or planned to link with a curriculum focus or project.

Planned activities and child-initiated activities are shared with the students at the beginning of each session.

We provide healthy snacks, including fresh fruit and vegetables and promote independence by encouraging the children to prepare their own snacks and to clear away after themselves. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. Staff will have access to individual dietary requirements on Arbor.

After School Club – Sample Day

Time	Activity	Detail
3.25pm	Registration	Pupils will be collected from their classrooms by the School staff to their selected school club
3.30-3.35pm	Registration	Children make their way to the location of their school clubs with the school club lead
3.35 – 3.40pm	Snack Time	A piece of fruit will be offered to each child
3.45pm – 4.30pm	Selected school club	As per the school club programme

4.30 – 5.00pm	<i>Health snack</i>	a selection of snacks will be offered to each student
5.00 – 6pm	<i>Group activities</i>	arts and crafts, board games, construction, physical play, outdoor activities and sport, homework support Students will be encouraged to take responsibility in tidying up the ASC as they would in class during the day.

Membership to the club

By registering your child to the ASC on Arbor, parents are agreeing to these terms and conditions and applicable school policies. Once the membership has been created, parents will be able to book the sessions and pay.

New members need to contact the school office (office@roxbourneprimaryschool.co.uk) for details on how to become a member of the club.

Membership to the club will be reviewed termly.

Booking on Arbor

- Bookings for the ASC are made and paid for on a termly basis on Arbor.
- We encourage parents to book regular sessions for the whole term so that they can secure the preferred slots.
- Parents are required to ensure that bookings are made on Arbor at least 24 hours prior to the session.
- Unfortunately, failure to do this could result in a place being allocated to someone else.
- We cannot guarantee a place to the club unless it is booked on Arbor.

We understand that on occasions parents may need to book the ASC provision in an emergency. If you are a member of the club you can contact the school office (until 4.30pm Monday to Friday) or the BeActive Sports and Clubs team via phone for assistance. The decision to allow the use of the ASC in an emergency will be made by a member of the senior leadership team.

Ad hoc bookings will only be available if you become a member of the ASC and is subject to availability on Arbor. Once we have reached maximum capacity on a particular date then booking will no longer be available on Arbor.

Afterschool club Charge

Normal charge	£7 per session
Siblings	£6.30 per session (10% discount)
Pupil Premium eligible pupil	£3.50 per session
Children of staff	Free of charge

All payments need to be made on Arbor using a credit/debit card or childcare vouchers prior to the session. Confirmation of payments made via credit/debit cards can be found on your Arbor app/portal.

For those that will be paying with childcare vouchers for the BC, the Ofsted registered number that you will need is: 102213.

Payments made via childcare vouchers will be reflected on Arbor by the finance team once the payment is credited in the school bank account.

All enquiries regarding payments should be sent to the school finance team on finance@roxbourneprimaryschool.co.uk.

Cancellations and refunds

To cancel your session, you need to email the school office office@roxbourneprimaryschool.co.uk 24 hours prior to the session. All cancellations will result in a credit applied to your ASC account on Arbor or the refund can be paid back to your credit/debit card please inform the Finance team of your preference.

Refunds will not be provided for a child's absence unless in extenuating circumstances. Agreement from the Head teacher must be gained in this instance.

Collection arrangements

When collecting children, parents will need to come through to the school back gate (Waverley road) where a member of staff will sign them out. You will be required to ring the doorbell in order to gain entry. A member of the ASC staff will release the gate for it to be open. Parents are asked to ensure that the gate is closed upon leaving.

Parents are expected to pick their children up punctually, the latest collection time is 6 pm. We understand that, on occasion, an emergency arises which can make you late. A late pick up charge will apply for collection after this time - £8 for every 10 minutes or part thereof. This is a contribution towards the additional hours that staff are required to care for your child. If a parent is continually late or has not settled late payment fees then you will receive

a letter outlining the requirements to collect your child on time. This will be followed by two more warning letters and then the removal from the club.

Due to safeguarding, children will only leave with the named adult recorded on the registration form unless the school office has been informed by the named adult that an alternative person will collect a child. Where possible advanced notice should be given.

If there is an emergency, and you are unable to collect your children, please contact us on the ASC mobile number 07715847132 and let us know your estimated time of arrival. Please note that this phone is turned on at approximately 2.30pm Monday-Friday and will be turned off once the last child has been picked up each evening.

Behaviour

We see ASC as an extension of our school day and as such children and staff should behave with respect, care and consideration between all members while in the ASC. The school's Behaviour Policy will be used as a model for students and staff to follow, students are familiar with this procedure and therefore should be able to meet the high expectations of this.

Children are expected to respect each other, staff and visitors whilst at the club, and keep to the club code of conduct so that all the children enjoy their time after school. We are sure that this will be the case, but if a child is unable to behave appropriately on a regular basis, parents may be told that he/she can no longer attend.

Illness

We are unable to care for children who are ill. If your child has had diarrhoea or sickness please do not send them for 48 hours after the illness has ceased.

Accidents and First Aid

Every precaution is taken to ensure the safety of the children at all times and staff are first aid trained.

Any accidents and/or treatment will be recorded in the accident book. The accident book will be reviewed in line with the school's medical policy.

Medical conditions

For the purpose of the safety of our students joining the ASC, the staff will have access to pupils' medical records via Arbor. You must ensure that your child's medical record is accurate on Arbor. Where required, the staff will follow the applicable school procedures that are in place.

Emergencies

In the event of an emergency, we will follow our school procedure and use the contacts available on Arbor for your child. It is your responsibility as a parent to ensure that the emergency contact details on Arbor are up to date

Complaints Procedure

If you have a concern regarding the ASC, please contact the School office in the first instance. Where possible the ASC will make all attempts to resolve any concerns.

Data protection/Photographs

We will follow the school's policies on data protection and parental consent. We may occasionally take photographs for use on the school website, newsletter and other promotional/informative material. The photo consent provided by the parents at admission to the school will be used as consent (or otherwise) for us to use your child's photograph in this way.

Appendix:

After School Club Admissions Policy

The Headteacher reserves the right to refuse admission or cancel a membership to any child whose behaviour is not in the best interest of the other children's health and safety. This course of action would only be implemented once our agreed procedures for tackling behaviour problems have been exhausted – please see both the schools' and the clubs' behaviour policies / code of conduct.

By agreeing to the terms and conditions and becoming members of the club, parents are confirming that they have read and understood the club's policies and procedures and agree to abide by the terms and conditions of the club.

Contact information

For general enquiries and absences	office@roxbourneprimaryschool.co.uk
For membership, payments and availability	finance@roxbourneprimaryschool.co.uk
BeActive Sports and Clubs contact phone number	07715847132