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"I can do all things through Him who strengthens me."

Philippians 4:13

Afterschool Provision

Weston St Mary
CE Primary School

Reviewed by:	Date:	Changes made:
AC	July 2025	MIS systems updated
Abbie Muir (EHT) and LGB	15.12.23	Changes made to times of the club
Abbie Muir (EHT) and LGB	9.2.23	New policy

Schools serving their communities through excellence, exploration and encouragement within the love of God

I can do all things through him who strengthens me ~ Philippians 4:13

Rationale

Our after-school club is organised by Weston St Mary CofE Primary School. It is an extended school activity designed to allow children to be in school after the academic day from 15:15 – 17:00. There will be the opportunity to have a choice of snack and a drink and to join in activities on offer. Children are also encouraged to be independent at these times and to make decisions for themselves through the choice of food and drink and to participate informal activities with each other developing social and interactive skills.

Objectives

- To provide a welcoming, safe, secure environment for pupils after the school day has
- finished.
- To employ caring supervisory staff
- To provide a calm play environment for those pupils.
- To provide an affordable service for parents/carers.

Organisation

The after-school club is open to pupils attending Weston CofE Primary School. Due to the number of staff available, if demand exceeds the number of places available, a waiting list will be maintained. The club will be open from 15:15 pm until 17:00pm. Our after-school club is held in the school hall. The child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in the School Office. It is the responsibility of the parents/carers to ensure that the office is informed of contact changes.

Use of Registers

Children are registered as they enter the after-school club. The after-school club supervisor retains the registers, which are kept in the school office. At the end of after school club the supervisor tallies the numbers attending. In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

Staffing and Supervision

The children are adequately supervised at all times. A minimum of one member of staff will be on duty in the hall, with an additional member of staff being available in school should the need arise. All members of staff are DBS checked. At least one member of staff on duty holds a current first aid certificate. At least one member of staff on duty has completed the food hygiene course.

Food and Activities

Children will be offered a range of food for a healthy snack. Healthy food such as fruit will always be available.

A number of activities will be on offer for the children to participate in. These may include craft activities; games and toys. All resources necessary for the club will be purchased through the school budget designated for such purchases.

Behaviour Policy

Our Behaviour Policy will be in line with the School's Behaviour Policy. Children are expected to show a good standard of courtesy and behaviour at all times. If there are concerns with behaviour then parents/carers will be contacted. Ultimately exclusion from the after school club will be the final sanction from such provision when all possible strategies have failed.

Pricing Policy
There are two pricing options available:
3.20pm to 5.00pm at £7.00

All after school provision bookings will be through MCAS app (My Child at School) and should be made in advance.
Bookings can be made (as long as there are still spaces available) 24 hours in advance.
This fee is to cover the cost of:
• Staffing
• Food
• Equipment and day-to-day running costs.

It may be necessary to change fees from time to time, however Parents/Carers will always be given at least a half term's notice of this. Refunds are not given in the case of absence.

If a parent/carer is late collecting their child from the after-school club, then a retrospective charge will be raised for the additional childcare time that equates to the costs (£12) incurred by the school to pay the member of staff the additional overtime.

Contingency Arrangements for Staff Absences and Emergencies
Arrangements for cover due to staff absence is organised by after school club supervisor, Head of School or Executive Head Teacher.

Fire Procedure
Fire procedures are in line with the school's fire policy.

First Aid
First Aid procedures are in line with the school's First Aid policy.

Medication
Medication and inhalers are administered in line with the school's medical policy.

Health & Safety
The after-school club runs within the school's Health & Safety Policy.