

Mereworth Community Primary School

Mission Statement

Mereworth Community Primary School welcomes children and their families into our caring environment.

Through our 'can do' approach to learning, we promote the ethos that hard work will result in self-worth and success.

We prepare children to leave Mereworth as responsible and respectful citizens of tomorrow who enjoy lifelong learning.

The experiences the children and parents have at our school will form inspirational memories to last a life time!

Updated by the Staff and Governors – September 2018

Mereworth Community Primary School

After School Club

We aim to provide high quality childcare at a reasonable cost, within a relaxed but stimulating environment of friendship and creativity. The individuality of each child in our Club will be respected and nurtured.

Aims and objectives

Our aim is to:

- ❖ Offer an inclusive service, accessible to all children in Mereworth School.
- ❖ Ensure each child feels happy, safe and secure, allowing them to learn and develop freely in a play centred environment.
- ❖ Encourage children to take responsibility for themselves and their actions.
- ❖ Encourage children to develop positive attitudes and respect for themselves and others, in an environment free from bullying and discrimination.
- ❖ Provide a wide range of resources and equipment which can be used under safe and supervised conditions.
- ❖ Offer a programme of activities which meets the needs of each child, promoting their physical, intellectual, emotional and social development, enabling them to become confident, independent and co-operative individuals.
- ❖ Work in partnership with parents to provide high quality play and care.
- ❖ Review and evaluate our services to ensure that we continue to meet the needs of children in our Club and those of their parents or carers.
- ❖ Keep parents and carers informed about changes in the administration of the Clubs and to listen and respond to their views and concerns.
- ❖ Communicate effectively with parents and carers, and to discuss experiences, progress and any difficulties that may arise.
- ❖ Employ experienced, well trained staff and offer them appropriate support.
- ❖ Comply with the Children's Act 1989, the Child Club Act 2006, and all other relevant legislation
- ❖ Work in partnership with Kent County Council Local Education Authority.

This policy was adapted by: Mereworth School ASC Club	Date: July 2021
To be reviewed: July 2022	Reviewed by Miss Lavelle Head Teacher

Mereworth Community Primary School
After School Club
Admissions and Fees Policy

Mereworth After School Club places are offered on a first-come first-served basis. When all places have been filled a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the Clubs.
2. Those requiring the greatest number of sessions/hours per week.

If no places are available the parent will be informed and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

Booking procedure

Parents must complete the necessary paperwork, i.e. Contract, Registration, Allergies Forms before their children can attend the Club.

- **Permanent Termly Place:**

Once booked, if a child does not attend for any reason, your payment and booking will be held on record. There is a no refund policy for pre-booked places.

- **Cancellations of pre-booked Place**

If a booking is no longer required, Mereworth School After School Club must be given notice via e-mail. There is a no refund policy for pre-booked places.

- **Last Minute Bookings**

If there are any add-on bookings to your original booking form, you must contact **After School Club** at casc@mereworth.kent.sch.uk. For same day bookings, please contact the school office on 01622 812569 before 3pm.

- **No Show**

If your child has been booked in for Mereworth School After School Club and does not attend, you will still be charged for the session. There is a no refund policy for pre-booked places.

Fee Structure/Sessions

1st session - 3.10pm/3.20pm - 4.00pm = £3.00

2nd session - 3.10pm/3.20pm – 4.45pm = £5.50*

3rd session - Arrival at ASC after attending Extra Curricular Club until 6.00pm = £5.50

4th session - 3.10pm/3.20pm – 6.00pm = £11.00*

**Extra siblings receive a £0.50 discount on the session rate.*

Payment should be paid at time of booking/in advance of your child attending the Club **via Scopay**.

Payment of Fees

Fees are reviewed annually by the **School Governing Body and Head Teacher**. The Club will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact Mrs Leadbetter at the earliest opportunity.

If fees incurred are over £20.00, the Club will write to the parent or carer, requesting payment. If the parents or carer are having difficulty making the payment on time we recommend that they arrange a meeting via the School Office as soon as possible.

If the fees remain unpaid, Mereworth Community Primary School have the right to withdraw the service.

Severe Weather Closure

In the event of the Club being closed for more than 2 days due to severe weather and/or other unforeseen circumstances, a refund/credit will be issued from day 3 of closure.

This policy was adapted by: Mereworth School After School Club	Date: June 2021
To be reviewed: June 2022	Reviewed by Miss Lavelle Head Teacher

Mereworth Community Primary School

After School Club Behaviour Policy

Mereworth School After School Club recognises the importance of using effective behaviour management strategies in promoting children's welfare and enjoyment. Working in partnership with parents, we aim to manage behaviour using clear, consistent and positive strategies.

Whilst at **Mereworth School After School Club** we expect children to:

- Use socially acceptable behaviour.
- Comply with the Club rules, which are shared with the children attending the Club.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Develop their independence by maintaining self-discipline.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the Club.

Encouraging Positive Behaviour

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards.
- Informing parents about individual achievements.
- Certificates for exceptional accomplishments.
- Offering a variety of play opportunities to meet the needs of the children attending the Club.
- Re-inforcing the school 'Good to be Green' Behaviour Management strategy.

It is inevitable that as children develop and learn, there are times when they need support and guidance to understand that their behaviour is not acceptable. Staff at the Club will try to determine the cause or triggers of the inappropriate behaviour to prevent the situation from recurring.

Dealing with inappropriate behaviour

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, the child will be temporarily removed from the activity session.
- Staff will discuss why the behaviour displayed is deemed inappropriate.
- Staff will give the child an opportunity to explain their behaviour, to help prevent a recurrence.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- If the inappropriate behaviour occurs staff will consult with the child to find activities that more fully engage them.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
- Children continuing to make the wrong behaviour choices will then be subject to the School Behaviour Management System, and the sanction system will be followed.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child in accordance with the **Behaviour** policy. The reasons and processes involved will be clearly explained to the parent and child, and a meeting will be held with the Head Teacher.

Physical Intervention

Physical intervention will only be used as a last resort, when staff believe that action is necessary to prevent injury to the child or others, or to prevent significant damage to equipment or property.

All serious incidents will be recorded on an Incident Log and kept in the child's file. This may be used to build a pattern of behaviour, which may indicate an unknown underlying cause.

Child Protection

If we are concerned that a child is or may be at risk in any way, we are required to report our concerns to the Designated Teacher.

The Designated Teachers for Child Protection at Mereworth Community Primary School is Amanda Lavelle (Head Teacher).

Complaints

If parents have any complaints, they should speak to the senior member of staff present. If their concern is not resolved, please contact the Head Teacher Amanda Lavelle.

Records

All children's details are kept locked away and any confidential information is strictly kept on a need to know basis. Please inform staff of any changes to contact details or medical requirements.

Equal Opportunities

After School Club operates an equal opportunities policy, the procedure for which include both children registered with us, and members of staff. Children are invited to participate in all activities regardless of ability, age or gender. We fully expect to operate all activities with a non-sexist policy, promoting positive images in everyday situations and will operate all activities in a fair co-operative framework. We welcome and encourage parent/carers views.

Aims of the policy

Our policy aims to challenge discrimination in all areas. We aim to ensure that our Clubs reflect and meets the needs of the community and incorporates equal opportunities into all areas:-

We aim to ensure that the premises are accessible for all members of the community.

We aim to consider equal opportunities in all areas of the service and the activities.

We aim to establish specific activities to promote equality of opportunities.

Our staff have the right to carry out their duty of care without fear of facing verbal or physical abuse.



Mereworth Community Primary School

After School Club Registration Form

(Please complete and return)

Child's Details

First name:	Surname:	What she/he likes to be called:
Date of Birth:	First language:	Class Year:

Parent/Guardian details

(Please inform us if either parent does not have legal parental responsibility)

Title:	First name:	Surname	Title:	First name:	Surname
Home address:			Home address (if different):		
Work address:			Work address:		
Home No:	Mobile No:	Work No:	Home No:	Mobile No:	Work No:
Email address:			Email address:		

Alternative Emergency Contact Details

(Please provide details of two people we can contact if we are unable to get hold of you)

1. Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
2. Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:

Details of Child's Doctor

Name, Address and Telephone number of Doctor:

About your child

Please give details of any cultural/religious requirements/special needs your child has
Please give details of any dietary requirements/ food allergies for your child:
Is there anything your child doesn't like (food, games etc) or is scared of?
What are your child's favourite activities?

I consent to staff seeking emergency medical treatment of my child during the running of the Club. Please circle - Yes/No
Parent/Guardian signature: _____ Date: _____

I have received a copy of Mereworth School After School Club Registration and have read and understood all the policies and procedures therein.

Signature of Parent/Carer: _____ **Date:** _____



**Mereworth Community Primary
School After School Club
Parent/Carer's Contract (please complete and return)**

Child's Name _____

Parent or Carer's Name _____

- I consent for my child to attend Mereworth Community Primary School After School Club. I understand the Club's policies, procedures, expectations and obligations relating to the Club, and we agree to abide by them.
- I understand that Mereworth Community Primary School After School Club is a play Club facility and that whilst my child is there, Mereworth School After School Club is legally responsible for him/her.
- My child will be given stimulating and challenging play opportunities in a fun and safe environment.
- I will book the After School Club days and sessions on a termly basis and will pay promptly for sessions even when my child does not attend.
- It is my responsibility to keep the Mereworth School After School Club Supervisor informed of any alterations to the information regarding my child.
- I understand that Mereworth School After School Club staff cannot be held responsible for anything lost or stolen.
- I have read the Behaviour Policy and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the Club and I will pay for these missed sessions.
- Should there be any incidents at Mereworth School After School Club involving my child, I will be informed of the situation.
- If my child has an accident, then he/she will be treated where possible by a qualified First Aider and I will be informed of the situation as soon as possible. If there is a situation where my child needs urgent medical treatment and I am unavailable, a member of staff from Mereworth School After School Club may sign any consent forms necessary for treatment on my behalf.
- Any information and details regarding my child will be treated as confidential. However, there may be times, for example in cases of safeguarding and child protection concerns, when details of my child may be passed on to other agencies. For example Police, Social Care and Health Care Professionals.

I have read and understood the above terms and conditions and I agree to abide by them.

Signature: _____

Date: _____