



St Joseph's After School Club

St Joseph's Catholic Primary School  
Bristol Road  
Portishead

North Somerset BS20 6QB

**After School Club Tel: 01275 848389**

**After School club email: [after.school@staff.st-josephs.n-somerset.sch.uk](mailto:after.school@staff.st-josephs.n-somerset.sch.uk)**

## St Joseph's After School Club Policy, Terms and Conditions 2018/2019

St Joseph's ASC is available to all pupils equally, attending St Joseph's Primary School, regardless of gender, race or ability. It provides after school care in a safe and caring environment, with a wide range of opportunities for play and relaxation.

### **1. Admissions Procedure**

#### **(i) Foundation Stage admissions September 2018**

Foundation Stage places in ASC are allocated from any year six places which become vacant from the end of term 4.

After School Club Registration forms will be available to parents at the Welcome meeting in June. The closing date will be 29<sup>th</sup> June 2018.

The following criteria will be used for the allocation of places:

- i. Children attending St Joseph's Primary School with a sibling currently at ASC.
- ii. Children who have requested places for the most days (5,4,3,2,1).

Any remaining spaces will then be allocated on a 'first out of hat' process. All parents will then be notified of the outcome. Any unsuccessful applications will automatically be placed on the ASC waiting list.

#### **(ii) All other pupil admissions**

After School Club Registration and booking forms are available from and returnable to: the ASC manager, Gen's Classroom between 3pm & 5.45pm Monday to Thursday, and 2.45pm and 5.30pm Friday. Within 14 days, parents/Carers will be given reasonable indication of place availability and waiting list times. A separate registration form must be completed for each child.

Oversubscription waiting list criteria:

When there is no availability to offer a place at ASC, the following criteria will be used to give the waiting list ranking:

- i. Children attending St Joseph's Primary School with a sibling currently at ASC.
- ii Children who have requested places for the most days (5,4,3,2,1).

Pupils will remain on the list until a place becomes available. The list will be reviewed each time a place becomes available. Parents/Carers with children on the waiting list need to contact the ASC at the start of each term to indicate if they still want a place.

In term 5, if a place becomes available because a year 6 child has left ASC, this can be allocated on a temporary basis. (Please see section 1 – Foundation Stage Admissions )

## **2. Session Times**

- i. ASC is open Monday to Friday during term.
- ii. Monday-Thursday 3pm until 5.45pm.  
Friday 2.45pm until 5.30pm.
- iii. Places can be booked for regular attendance for one or more days per week.
- iv. To amend regular sessions on a permanent basis, a new regular booking form should be completed.
- v. Regular users wishing to make an occasional session booking must complete a casual/occasional use form.
- vi. Casual (One off) bookings can be made depending upon availability. A registration and casual/occasional use form per child must be completed.

## **3. Safety**

- i. **The St Joseph's After school Club** complies with St Joseph's Primary School's safety policy.
- ii. All ASC staff members work at St. Joseph's & have Disclosure and Barring Services clearance.
- iii. There is always a first aider on duty. Any accidents will be recorded in the accident book and a report sent home. If the accident is serious, an ambulance will be called and the parents telephoned. Consent for hospital treatment is required on the ASC registration form.
- iv. ASC is based in Gen's classroom and St. Joseph's outdoor playground and field when the weather allows. Both exit gates remain locked once the day pupils have left the school.
- v. Staff will sign in each child in the ASC register. Parents/carers must come into Gen's classroom to collect and sign out their child. Children will not be allowed to leave the club by themselves. This register will act as a fire safety register as well as an attendance log.
- vi. If another person is to collect the child, ASC staff must be informed prior to collection by the parent/carers, either by letter or telephone. A collection password must be used, which must

be recorded on the annual ASC Registration form. A message can be left on the answer machine.

- vii. ASC staff are unable to provide details of any pupil or parent to any third party.
- viii. If the child is attending another club, i.e.: football, tennis, band etc. and will be arriving late or if the parent knows they are going to be late for any reason, then ASC staff must be informed by note or a message may be left on the answer phone.
- ix. A minimum of two staff members are on duty at all times.

#### **4. Medication**

- i. The ASC complies with St Joseph's Primary School's medication policy.
- ii. The ASC requires that asthma inhalers or Epipens be kept at the club. They must be clearly labelled by the parent, with the child's name and correct dosage. Inhalers & Epipens to be returned home at the end of each term to be checked by the parent & replaced if necessary.
- iii. Medical problems & known allergies to be logged by the parent on the ASC registration form. A daily snack will be provided in line with information given regarding food allergies.
- iv. If a child becomes unwell, the parent/carer will be telephoned to collect the child.

#### **5. Missing Child Procedure**

If a child were to go missing from the ASC, the ASC manager would follow St Joseph's Primary school's Missing Child Policy Procedure.

#### **6. Procedure for an uncollected child after 5.45pm (Monday to Thursday) 5.30pm (Friday)**

- i. Reassure the child that they will be looked after until they are collected.
- ii. The ASC manager will check with other ASC staff that no message has been missed or left on the ASC answer machine.
- iii. Phone the contact number for the child's parent/guardian.  
Phone answered: request immediate collection.  
Phone not answered: refer to the next emergency contact, listed on the registration form.  
Try to ascertain if there has been an accident or delay en route.  
If still no contact, wait for 10 minutes and repeat telephone calls.  
If still no parental/guardian contact, or with the 2<sup>nd</sup> emergency contact, the ASC reserves the right to contact Children's social Care: 01275 888266 or 01454 615165 for advice on next steps to be taken.
- iv. Minimum of 2 staff members to remain with the child.

#### **7. FEES and NOTICE PERIOD**

##### **Fees 2018/2019**

- i. Fees are payable via Parent Pay or a registered Child Care Voucher Scheme.

- ii. An annual registration fee of £15.00 per family will be charged in term one of each academic year, or upon joining the club within an academic year.
- iii. Session Fee per regular session: £10.00 payable termly in advance.
- iv. Penalty fee for late collection is charged at:  
£10 per 15 minutes or part thereof after 5.45 Monday to Thursday.  
£10 per 15 minutes or part thereof after 5.30 on a Friday.
- v. Each term's fees are due within 14 days of the invoice date. Failure to pay fees within 21 days of receipt of invoice may result in your child's place being offered to another child on the waiting list or their place being terminated.
- vi. Arrangements for regular payment of fees by Child Care Voucher (CCV) should be discussed and agreed with the After School Club financial administrator and arrangements confirmed in writing, giving details of the monthly value and the CCV provider. Please note that the ASC are unable to refund any payments made through CCV schemes.
- vii. If the parent/guardian can foresee payment difficulties, they must immediately notify the After School Club via email ([after.school@staff.st-josephs.n-somerset.gov.uk](mailto:after.school@staff.st-josephs.n-somerset.gov.uk)), who will notify the ASC manager &/or the chair of governors.
- viii. In the event of a child's absence due to illness, educational visits, external examinations, school camp or family holiday, **THE FULL SESSION FEE** will be charged.
- ix. In the event of school closure due to unavoidable circumstances, such as building failure, power failure, flood or snow, then a **HALF SESSION FEE** will be charged. This enables ASC to keep the session fee as low as possible.
- x. Staff of St Joseph's will receive a 50% discount for each of their children attending after school club, if they are working at St Joseph's during that particular session time.

## **NOTICE PERIOD**

- xi. 28 days notice in writing is required for a permanent change of session. Current arrangements will continue until a notice of change is received.
- xii. 28 days notice in writing is required for permanent cancellation of a place. If your child leaves prior to the notice period given, the charge for the full notice period will still apply.
- xiii. Year 6 pupils leaving the school at the end of the academic year will not be required to give notice.

## **8. Behaviour, Management & Sanctions**

- i. ASC offers a safe after school session for play and relaxation, whilst it is not as structured or as formal as school lessons, there is still an expectation of good behaviour from the children. Physical or verbal abuse will not be tolerated towards staff or other ASC children.
- ii. Threatening or injurious physical behaviour will result in exclusion for a fixed time and may result in termination of the child's place at ASC. Possible further action may be taken, dependent upon the severity of the incident.
- iii. Verbal abuse will result in a written warning being sent to the parent/ guardian.
- iv. As part of the extended school day the ASC follows the school behaviour policy.

## **9. Complaints Procedure**

ASC aims to provide parents and children with the best possible service. To ensure our high standards are maintained, we are constantly seeking to improve this service. If there is an area where you feel dissatisfied, please tell us so that we may put it right.

In the event that you need to make a more formal, written complaint, please follow the complaint procedure to allow us to deal with it quickly and efficiently.

- i. Complete an ASC complaint form, available from the ASC manager or school reception. It can be handed directly to any member of the ASC team or it can be returned to school reception (who will pass it to ASC staff).
- ii. The ASC manager will provide an acknowledgement slip within 7 days
- iii. The chair of governors will be notified of the complaint and will conduct a thorough investigation.
- iv. The complainant will be provided with an account of the findings of the investigation within 28 days of receipt of the written complaint.
- v. The complaint will be registered in the complaints log and held on file for a minimum of 3 years.
- vi. If you are unhappy with the outcome of the complaint or have a child protection concern that cannot be brought to the attention of staff, then please contact:

OFSTED National Business Unit  
Royal Exchange Building  
St Anne's Square  
Manchester  
M2 7LA  
Telephone OFSTED 08456 40 40 40.

Parent/guardian questions or feedback is welcomed and can be given informally or written directly to ASC staff. It can also be written anonymously and left at reception for the attention of the chair of governors. ASC values its relationships with parents/guardians.

ASC will request written permission for special events.

**Policies** All school policies referred to in this document are available on the school website

Signed Chair of Governors.....

Date.....

Next review date: May 2019

**PLEASE SIGN AND RETURN TO THE AFTER SCHOOL CLUB**

I am the parent/guardian of

I have read and understood the terms and conditions of St. Joseph's after school policy, terms and conditions 2017/2018, I agree to abide by these terms.

**Children's Details**

Surname	Forename	Name known as	Date of Birth

Signed	Please print name of signatory
Signatories relationship to child(ren)	Date