

L'After Club

Lainesmead Primary School and Nursery



L'After Club Policy

After School Paid Provision Childcare

With Addendum for COVID19 risk management

Reviewed: September 20

Next review date: September 21

Signatures

Subject Co-ordinator

Sarah Ellison

Headteacher

Eirian Painter

Chair of Governors

Alan Mulrooney

L'After Club Policy
After School Paid Provision Childcare

Introduction

The L' After club is open to all pupils who attend Lainesmead Primary School and Nursery. The club is held in the port-a-cabin located on the Key Stage 1 playground this is known to the children as The Burrow. The Burrow is self-contained with its own toilets, kitchen, gated access, security cameras and secure grounds.

Session times

Monday to Thursday term time only:

Session 1: 3.15pm to 4.30pm - £5.00 per session
Session 2: 3.15pm to 5.30pm - £8.00 per session
Session 3: 3.15pm to 6.00pm - £10.00 per session

Fridays ONLY term time only:

Session: 1.35pm to 3.30pm – £8.00 per session

Bookings

Bookings for L'After Club are only taken by email.

Places are limited, bookings are taken on a first come first served basis and must be made no later than five working days prior to the session required.

Bookings will be confirmed by email places are only valid if they have been confirmed by email.

All bookings must be paid for using ParentPay and payment should be made within three days of the confirmation email being sent. If payment is not received the booking will be cancelled.

Bookings can be made for a whole term. Bookings for the following term will be taken from the following dates:

Term 1 - Bookings resume Wednesday 26th August

Term 2 - Monday 28th September

Term 3 - Monday 30th November

Term 4 - Monday 25th January

Term 5 - Monday 22nd March

Term 6 - Monday 26th April

Term 1 – Academic Year 21-22 – Monday 28th Jun

Under emergency circumstances and only if places are available a same day booking can be made.

Booking cancellations

24 hours prior notice is required for cancellations. Payments made will be credited to the Parent Pay account.

Child Care Vouchers

Child care voucher can be used to pay for provision. The school will register an account with a chosen provider on a parent's behalf.

Collection

Children are collected from The Burrow at the end of their paid session. Access for parents is via the Key Stage 1 playground gate. Access is not permitted via other gates which will be locked.

For safeguarding and security reasons parents are not permitted access to the club for any reason.

The school office must be notified if someone other than the person who usually collects a child comes to pick them up. If staff are in any way unsure of the person collecting a child they will ring the child's parents to obtain their consent before they let the child leave the club.

Children are not allowed under any circumstances to walk home alone after their session has finished.

Persistent late collection of children after the end of their paid session will result in a late collection fee of £5.00 per 15 minutes of lateness.

Club closures

The club is not available on partial school closure days (end of term when school closes at 2pm), whole school closure days, holidays, emergency closures or if any industrial action is being undertaken by staff.

Lainesmead Primary School and Nursery reserves the right to withdraw the L'After Club service at any time.

Behaviour

Children must abide by the rules of the club (the school's rules) and behave accordingly.

Continual bad behaviour could result in a child being suspended or banned from attending the club.

Please see the Addendum below

Addendum

L'After Club

After School Paid Provision



Lainesmead Primary School and Nursery Information for 2020-21

**This addendum to the policy will be followed whilst
COVID Management Procedures are in Place**

L'After School Club under COVID Management Procedures – ADDENDUM to main policy

These procedures are in place to reduce as much as possible the risk of COVID19 being spread between children and staff. To support this spaces are limited to 12 pupils per session.

Children at the Club

Children are escorted to the club by their class teacher/HLTS after other children and parents have left the school grounds. Children are handed into the care of the L'after Club staff team.

Children are asked to store their belongings in the cloakroom area and to use hand sanitiser before they enter the main area of the club.

Where possible children sit at tables in their year group bubbles. Government guidance has acknowledged that in order for after school provision to be viable there must be an acceptance that it will not always be possible to segregate children as they are segregated in the school day.

After use play items used at the club are strictly managed to ensure there is a 72 hour period of non-use before they are put back into circulation for play. Activities using disposable resources such as drawing and crafting are used as much as possible to reduce risk.

Food

All food consumed at the L'After Club is prepared in the school kitchen and boxed in individual sealed Tupperware containers. Club staff do not handle the food.

Collection from the club

Staff will strictly observe social distancing measures when interacting with parents collecting children from the club.

Staff and PPE

Staff wear PPE when working at L'After Club, this includes an apron, gloves and mask/visor. Upon arrival at the club they must wash and sanitizer their hands thoroughly.

Staff sanitise the tables before the children start club and again when they have left. PPE and cleaning materials are carefully disposed of in the receptacles provided. Staff must wash their hands before leaving the school.