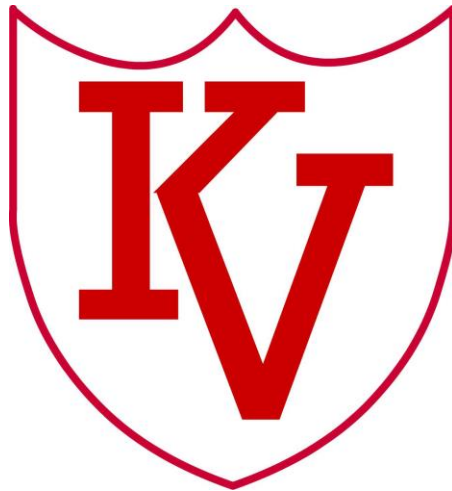


Knowsley Village Primary School



‘RESPECT FOR ALL’

After School Policy 2017-18

Agreed by Staff	September 2017	
Ratified by Governing Body	Autumn 17	
Review Date	September 2018	

'Small School, Big Vision'

Mission Statement:

Our school vision is to create an outstanding school that improves pupil's life chances and prepares for lifelong learning in the 21st Century.

To achieve this we will prioritise key principles and values across the school.

Key Values

- **Responsibility**
- **Expectation**
- **Success**
- **Perseverance**
- **Enthusiasm**
- **Care**
- **Teamwork**

Key Principles:

- **Outcomes for Children and Learners** - We will set high expectations for all our pupils which we will reinforce constantly as they go through school. We believe children can realise their potential with the right teaching and support.
- **Personal Development, Behaviour and Welfare** - Our school is characterised by a respectful, caring and orderly environment. Behaviour in lessons is exemplary so that teachers can teach and children can learn. Behaviour outside of lessons is one of friendship, care, teamwork, smiles and laughter.
- **Teaching, Learning & Assessment** - Nothing is more important than the excellent teaching, underpinned by high quality teaching, learning and the curriculum to ensure that no child is behind or stuck. We draw on evidence and experience of the best ways to achieve excellent outcomes for all children.
- **Leadership and Management** - We will be a small school so that every child is known well by every member of staff. Positive relationships and communication between pupils, parents, staff and the community will reinforce and develop further a culture of excellence and commitment to all learners.

"Knowing the way, going the way then showing the way."

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this statement is in line with the Equality Act 2010.

AFTER SCHOOL CLUB

POLICY DOCUMENT

(From Sept 17)

This policy document details the information parents should note when opting for a place in AFTER SCHOOL CLUB for their child. This policy outlines agreed procedures to be followed by parents when a place in After School Club is provided to pupils by Knowsley Village School. After School Club is an Ofsted registered service as it is part of Knowsley Village Primary School, which is Ofsted registered.

Appropriate policies and procedures are in place within the After School Club setting and are available to peruse on request. You will be asked to **sign** this policy document in addition to any other relevant policy documents and or agreements you have read.

- After School Charges : £7.50 a session from 3.30 pm until 5.30pm (if 5 sessions are booked in a week there is a reduction to £6.00 a session)
- Children attending After School Club to 5.30 pm must be collected promptly.
- **Payment is required for all booked sessions even if the child does not attend.**
- Payment can be made weekly, monthly or half-termly in advance. (Cheques should be made payable to Knowsley Village Primary School).
- Payment for After School Club should be made at After School Club.
- Two weeks **paid** notice is required if a place in After School Club is to be terminated by Parents. Parents will be given one week's notice if a place in After School Club is to be terminated by Knowsley Village Primary School due to non payment of accounts.
- In the unlikely event that After School Club is cancelled by Knowsley Village Primary there will be no charge and as much notice as possible will be given to parents.
- Under payment policy procedures (LA) in the event that non payment for After School Club causes arrears in excess of two week's fee's you will be given **one week's notice** before the allocated place in After School Club for the child will be withdrawn and the debt forwarded if necessary.
- During After School Club a nutritious healthy snack will be provided. Any special dietary needs, reported to us will be noted.
- After School Club will provide age appropriate experiences & activities for children whilst they are in our care.
- If a child becomes ill whilst in After School Club, it may be necessary for the parent to collect them.

- In the event of an accident we will initially contact the parent/carer or thereafter the nominated persons from the Emergency Contact Form provided. It is important that details we hold are accurate. Any changes should be notified immediately.
- Records will be kept of any Accident / incident resulting in an injury you will be required to sign these records.
- When appropriate we will apply sun cream to the child. The parent will be asked to sign a consent form giving permission to do this.
- If a child is to be collected by someone other than their parent it is imperative that the parent/carer inform us of this in advance. (see collections policy)
- Once collected from our care the responsibility for the child is then with the named person.
- Children will NOT be left in their care without confirmation of their details.
- Knowsley Village School reserves the right to refuse to let that person collect if we consider that that person is not to be fit and proper to do so. (see Parental Code of Conduct)
- If a child's behaviour becomes such that it affects the care or safety of other children that we have care of, we will request that you visit school to discuss the matter. (see Good behaviour policy/Anti bullying policy)
- All school policies and procedures will apply to After School Club. These are available on request.
- **The schools behaviour policy applies to After School Club**
- It is preferable for parents to book in sessions in advance (supervision levels) however in an emergency children can attend without warning and will be charged the full session price.
- **Children who are collected late will be placed in After School club from 3.45 pm and will be charged the full session price.**
- Children of staff or extended staff will no longer be able to be in school after collection time. If required after school club will be used and charges will apply.

Please provide your signature to confirm you have read this policy

Contract between Knowsley Village Primary School and

Parent/Guardian Name: _____

Date: _____

Signature of Parent /Guardian: _____

Childs Name _____ **Class:** _____

Childs Name _____ **Class:** _____

Childs Name _____ **Class:** _____

After School Club from 3.30pm until 5.30pm, £7.50 per session (or £ 30.00 for 5 days)

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

Contact Number _____

Emergency Contact _____

Medical sheet completed and attached. YES

