



St. Clare's School

Out of Hours provision

“After School Club”

At St. Clare's School we offer an After School Club for all pupils at the school. This means that your child can be supervised in a safe and secure environment every day of the school week.

This booklet contains useful information including contact details and the registration forms. Should you wish to register your child/ren to attend please complete and return the forms to school and then book your sessions via our parent app Cognita Connect.

Contact Information

In the event of an emergency please contact 07833 443354

mary.layland@stclares-school.co.uk

Hours and Registration

To register your child for Out of Hours provision, please complete and return the attached forms to Mrs Layland or the School Office. You will then need to book each session via our parent app Cognita Connect. Sessions will be billed through and paid for in the PAYMENTS section of the app.

After School Club

Our after school care operates as follows:

Nursery – children will be taken to the Prep Hall at 3.00pm and remain there until 3.30pm. They are then taken to the Dining Hall for a light snack and games and crafts until collected by parents.

Infants (Reception, Y1 & Y2) - Pupils registered for extra-curricular clubs attend those clubs. Those not attending clubs but who wish to stay in After School Club go to the Prep Hall. At 3.30 pm all pupils will be taken over to the Dining Hall for a light snack, games and crafts until collected by parents.

Juniors (Y3-Y6) - Pupils registered for extra-curricular clubs attend those clubs. Those not registered for clubs but wishing to stay in After School Club go to the Prep Hall. At 3.30pm all pupils are taken to the Dining Hall for a light snack. They stay in the Dining Hall and complete homework/activities until collected by parents.

Seniors—Pupils registered for extra-curricular clubs attend those clubs. Those not registered for clubs but who wish to stay in After School Club go to the Dining Hall at 3.45pm for a light snack. Pupils who are attending a club but also require After School Club should go to the Dining Hall once the club has finished. Senior School pupils remain in the Dining Hall and can complete homework/activities until collected by parents.

Charges

Reception, Years 1 & 2 £2.45 per 30 mins

From 3:30 pm – 5.30pm

Juniors (Year 3 – 6) £2.45 per 30 mins

The charge is from 3.30 pm – 5:30pm

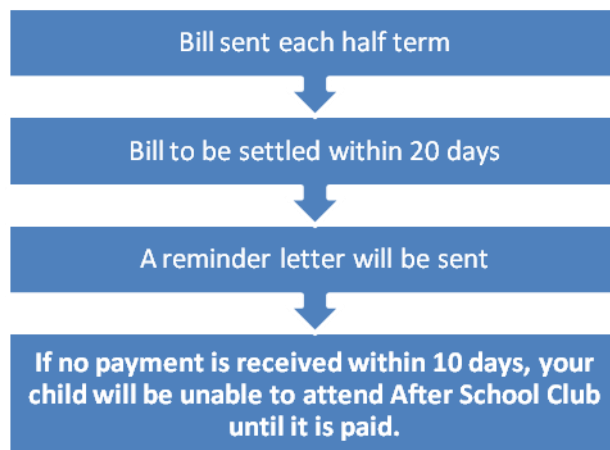
Seniors £2.45 per 30 mins

From 3.45pm (or once club ends) – 5:30pm

The charge for after school care includes a light snack and drink.

Payment

Parents will be invoiced for ASC at the end of each term via the app Cognita Connect.



Staffing

The members of the After School Care Team are employed by St. Clare's school and have a great deal of experience working with young children. All hold or are working towards appropriate qualifications.

Ms Beth Simons

Mrs Sarah Runnalls

Mrs Nicola Shields

Safeguarding:

The safeguarding of all our pupils is of paramount importance. St. Clare's School has a Safeguarding and Welfare Policy and Child Protection procedures in place. Should you have any concerns regarding your child or any other child's welfare, please contact Mrs Smart, the school Designated Safeguarding Lead to report or discuss your concerns. Our policy is available from the website or the school office.

Routines

Upon arrival in **After School Club**, the register is taken and pupils are taken to the Dining Hall for a light snack. They may then complete homework or they can select from a variety of activities and play with their friends until collected by their parents/carer.

Activities

To enhance the enjoyment of the extended school day, various multicultural and play-based activities are provided by the staff to create a relaxed yet stimulating environment for holistic development.

For **Infants** these include table top and floor games which develop the imagination and helps the children to communicate with one another; creative activities which help to develop their manipulative and design skills; role play opportunities which enable them to re-enact familiar stories and practise their social and imaginative skills. The children sometimes also relax by watching a DVD.

For **Juniors** these include; board games such as 'Monopoly', 'Snakes and Ladders' and Connect 4 which enable the pupils to develop their understanding of number, tactics and co-operative play; socio-dramatic opportunities in which the pupils select from an assortment of props to enhance their play and interaction with one another; quiet areas where they can complete homework, read books or just rest. The pupils also sometimes have access to the computer suite.

All pupils can play outside, weather permitting, and enjoy the school grounds. On special occasions during the school year, there will be additional activities such as cookery and clay.

We endeavour to meet the pupil's individual needs and to promote their welfare and enjoyment through the opportunities provided.

As you are aware, we greatly value our links with parents, and the staff are very pleased to discuss the activities.

Equal Opportunities

St Clare's School promotes equal opportunities at all times. Our policy is available from the website or the school office.

We endeavour to meet any special needs of the individuals in our care.

Food and Drink

St Clare's School promotes healthy eating and we encourage the pupils to eat regularly from a balanced menu. If your child has any specific dietary requirements, please let us know and we will endeavor to cater for them.

In After School Club, a snack is provided in the form of a sandwich/wrap and drink.

If you would prefer to send in your own healthy snack, please feel free to do so but we do ask that **no nuts, seeds or nut/seed products** are included.

Medical Matters

It is vital that we are aware of any medical conditions or allergies that your child may have, in order to provide the best possible care.

If you would like him/her to attend After School Club, please complete all sections of the attached registration form in detail and complete the consent forms to administer first aid treatment and administer emergency medical treatment as described. You will be informed by telephone and/or when your child is collected of any treatment given if your child is unwell or in the case of an emergency. Any treatment given will be recorded by the After School Club leader.

It is not our policy to administer prescribed medicines during the After School Club. Where a condition is considered infectious, the school's policy on ill and infectious diseases will apply and may involve exclusion. Please see the information sheet at the end of the booklet.

Late Collection Procedures

If any pupil has not been collected by 5.30pm, staff will remain in the Dining Hall and ring the contact numbers on the registration form to ascertain if the parent/ designated carer is en-route. If no contact can be made, Mrs Layland will be informed and the member of staff will wait with the child until the parent/carers arrives or until **the designated time when school may contact the Intake and Assessment Team or the Police to assist with the situation.**

St Clare's supports working families and understands the difficulties of balancing work and family commitments. However, late collection does cause significant disruption and increased staff costs. Therefore, after 5.30 pm, late collection will be charged at a rate of £10 per 30 minute or part thereof.

Child Protection

The wellbeing of all our pupils is of paramount importance to us at all times. The school has a Safeguarding and Welfare Policy and Child Protection procedures in place. This is available in the School Office or on the website

Complaints Procedure

St Clare's School has a Formal Complaints Procedure which is available on the school website there is also a copy of the Complaints Policy and Procedure on the school website. In the case of a complaint, please inform the staff at the After School Club to enable them to address the issue promptly and appropriately. Alternatively, discuss the issue with Mrs Layland, Head of Prep School. We hope that we can resolve any matters as soon as possible but, in the unlikely event that you are not satisfied with our response, please contact Mrs Helen Hier, Headteacher.

Quality of Care

This facility will be reviewed at least annually by obtaining the views of relevant children, their **parents and the staff involved.**

How to Book

Please make sure you complete the registration form and consent forms at the back of the booklet and return to Mrs Layland.

After School Club - If you would like your child to attend After School Club, please book through our parent app Cognita Connect. In the event of a last minute emergency, please call the School Office on 01656 782509.

Please inform us by letter, telephone or by personal contact if your child will be collected by anyone other than yourself or the designated person, from After School Club.

Incubation and Exclusion Periods of Common Infectious Diseases

Disease	Usual incubation period (days)	Interval between onset of illness and appearance of rash (days)	Minimum period of exclusion provided child appears well
Chicken Pox	10-21	0-2	5 days from the onset of rash
Diarrhea and/or vomiting	1-7		Until 48 hours after cessation of diarrhea/vomiting
Food Poisoning	0-2		Until declared fit
German Measles (Rubella)	14-21	0-2	Until clinical recovery 6 days after rash appears
Infective Jaundice	14-42		Until clinical recovery – approx 1-2 weeks
Measles	7-21	3-5	Until clinical recovery – 4 days after appearance of rash
Meningitis (viral) (bacterial)	2-10 few hours	Rash not always present but can appear within a few hours	Until clinical recovery and bacteriological examination is clear – 2-3 weeks
Mumps	14-21		Until disappearance of swelling or 5 days after swelling appears
Scarlet Fever	2-5		Until clinical recovery – 24 hours after start of antibiotic treatment
Whooping Cough	5-14		Until clinical recovery. 5 days after start of antibiotics – if not taking antibiotics – 21 days

Family contacts: There is no routine exclusion of contacts of any infectious diseases but individual children may be excluded on the advice of a GP.

All of the above with the exception of Chicken Pox are notifiable diseases under the Public Health (control of disease) Act 1984.

Please complete and return the Registration Form and Consent Form (overleaf)

REGISTRATION FORM

After School Club

I would like my child to attend After School Club

Name of pupil.....DoB.....

Address.....
.....

Names of Parents.....

Contact Tel. Nos. Home.....

Mobile Nos.....

Language spoken at home.....

Religion.....

Ethnic Origin.....

Emergency contact person (with authorisation to collect from school).....

Relationship to child.....

Tel No.....

Medical Information/allergies.....

Doctor's name.....

Address.....

Tel No.....

Dietary Information/preferences.....

.....

Year..... Name of teacher.....

I have read and understood the policies and procedures of St Clare's After School Club.

Signature..... Date.....

**Please complete all parts and return to Mrs. Layland.
Thank you.**

**Consent Form to Administer First Aid
Treatment during After School Club**

Dear Parents

To save time and unnecessary distress to an injured child in the event of a minor injury, we would like to obtain your permission for the staff at the above club to treat your child immediately and to inform you afterwards about the treatment given. This first aid treatment would include:

- the application of an antiseptic cream/spray to an insect bite, sting, cut or graze;
- the use of plasters.

All treatment is kept on record by the staff.

Yours sincerely

Mrs M Layland
Head of Prep

I give permission for my child.....Year..... to receive first aid treatment from the After School Club staff including:

- the application of an antiseptic cream/spray to an insect bite, sting, cut or graze;
- the use of plasters.

Please tick boxes as appropriate. Thank you.

Signed**Parent** **Date**

In the event that I cannot be contacted, I give/I do not give (please delete as appropriate) permission to St Clare's School to consent, on my behalf, to my

ChildYear.....
receiving treatment in an emergency, where the attending physician's opinion is that any delay involved is inadvisable.

Signed**Parent** **Date**