About Afterschool club

On the 18th April 2017 we opened our after school club, this provides Wensum Junior School and Nelson Infant school children after-school provision from the end of the school day until 6pm.

The children arrive at club and are offered a piece of fruit and have the opportunity to play with a variety of toys, read, do craft activities, homework, play games or they can play outside in our designated safe outdoor area. Each member of staff plans a different activity each day to give the children an adult led activity to choose if they wish.

Nelson children are walked to Wensum by a ‘walking bus’ and Wensum children make their own way to club through the school.

At 4.30 the children get together for a snack tea, which includes a choice of sandwiches, crackers, breadsticks, fruit, vegetables, and other options. If your child has any allergies or dietary requirements we take this into consideration and always ensure there are options for your child.

After this the children are free to choose whichever activities they wish to participate in until they are picked up.

Sessions cost £6 per child which includes food and drinks, Water, squash and milk will also be available at each session.

You can contact Kimberley Stevens for any Afterschool club enquiries, please email kstevens7xrs@nsix.org.uk or call/text 07483 104 494

Terms of membership

Admission

To start the admission procedure with us you will need to first fill out the necessary forms, this includes:

* Admission form
* Asthma Care plan (if applicable)
* Responsible internet usage form
* Booking form and payment (unless planning to pay online- see below)
* Terms of membership agreement

If the need arises a waiting list system may be implemented, in this instance we will be able to place you on a waiting list, this will be on a first come-first served basis with the exception of sibling priority for the same day(s) as a sibling is already attending.

Payment of fees

Once we have received the above forms we will be able to add your child onto our online booking system which means you will be able to log onto schoolmoney.co.uk, book and pay online. As soon as your child is added onto the system you will receive a text and email with your password.

We will accept childcare vouchers as payment, please inform us of the company you are using so we can register with them as soon as possible in order to receive these as a form of payment.

You may be able to claim tax credits to help you with the cost of childcare whilst you are at work, contact them on [www.hmrc.gov.uk/TAXCREDITS](http://www.hmrc.gov.uk/TAXCREDITS) or call 0845 300 3900

The fee for after-school club will be £6 per child per session, this fee is payable half termly in advance, the deadlines for booking and payment for academic year 2017/2018 are below:

Autumn 1 – 7th July 2017

Autumn 2 – 6th October 2017

Spring 1 – 8th December

Spring 2 – 26th January

Summer 1 – 16th March

Summer 2 – 11th May

Paper booking forms will be available to collect at after-school club.

Arrival and departure

Nelson children will be escorting by a ‘walking bus’ to Wensum Junior school and Wensum junior children will be collected from classrooms.

A register will be taken on arrival and you will be required to sign out your child on pickup. Your child must be collected by a named adult by at least 6pm, if any child is collected later than this a late charge of £10 per ½ hour will be charged, this covers the cost of two members of staff to stay with your child until collected.

In exceptional circumstances when a named person cannot collect your child a password system will be adopted.

Behaviour Policy

Aim.

The aim of this procedure is to safeguard both children and staff at Wensum Breakfast and After School Club WBaASC). Whilst the procedure sets out guidelines to reward positive behaviour, it also deals with the event of negative and persistently undesirable behaviour

Rewarding Positive Behaviour.

At WBaASC we recognise those children who are well behaved. This not only raises children’s self-esteem but encourages others to follow their example, thus reducing the incidents of negative behaviour and making the Club a happier place for all. Children will be praised by all members of staff for good behaviour or achievements. Staff are encouraged to relay these achievements to other members of staff, management and groups of children. Staff/ Management will encourage the child to inform parents/carers of these achievements.

What Constitutes Unacceptable Behaviour?

An event that either directly or indirectly compromises the safety, security or well-being of the child, other children, or a member of staff.

We appreciate that negative behaviour can range from minor disobedience to threatening and potentially violent behaviour. This procedure is to be used in cases of a more serious nature. The general high-spirited nature of the children playing may require a ‘time-out’ or cooling-off period. Sometimes behaviour escalates and can become unsafe. It is on these occasions that the following procedure should be used.

Procedure for Dealing with Unacceptable Behaviour

When confronted with negative behaviour, staff will be clear to distinguish between ‘disengaged’, ‘disruptive’ and ‘unacceptable’ behaviour.

‘Disengaged’ behaviour may indicate that a child is bored/unsettled/unhappy. With sensitive intervention, staff may be able to re-engage a child in purposeful activity.

‘Disruptive’ behaviour describes a child whose behaviour prevents other children from enjoying themselves. Staff will collectively discuss incidents and agree on the best way to deal with them.

‘Unacceptable’ behaviour refers to non-negotiable actions and may include discriminatory remarks, violence, bullying or destruction of equipment or personal belongings.

Staff will be clear that consequences will follow from such behaviour, including in the first instance, temporarily removing a child from the activity session.

Unacceptable behaviour will always be discussed with parents/carer and child.

Parents/carers will be notified of any incident has displayed unacceptable behaviour, or, where their child has been violent towards another child or a member of staff.

Support will always be offered to parents to help them find strategies to assist them in dealing with behaviour issues, as this often has an impact on the child behaviour. Where ever possible a joint strategy will be discussed and agreed.

The Procedure

One Incident of Misbehaviour

If a child consistently misbehaves the following action will follow:

The child will be given a warning and given an explanation as to why he should not.

Second Incident of Misbehaviour

If a significant second incident occurs the following actions will be taken:

A record will be made in the incident book and the parent/carer collecting the child will be asked to sign the entry.

The child will be removed from activities. The Manager will then discuss the reasons for the behaviour, why the behaviour is unacceptable, how the behaviour can be managed by the child and the consequences of their actions on others.

Third Incident of Misbehaviour

If another incident occurs the following actions will be taken:

The child will be withdrawn from all activities until the following has occurred and decision and agreement by all has been made:

Discussion with parents

Managers are informed.

The parent will be spoken to about exclusion from the club.

If after three written warnings over the period of the child’s attendance, or there is an incident which is deemed completely unacceptable the parent / guardian will be invited to meet with the Manager/Head teacher to discuss matters, which may include the exclusion of the child from WBaASC.

WBaASC reserves the right to exclude a child with immediate effect if issues of safety arise from a child’s behaviour.

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Please sign and return this slip

I declare that I have read and understood the terms of membership

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| --- | --- | --- | --- |
| Parent name |  | Parent signature |  |