



Afterschool Club Policy 2023 – 2024

Pear Tree Mead Academy

**Part of the Passmores Co-operative Learning
Community**

The Treehouse Club
Pear Tree Mead Academy



The Treehouse Club

Pear Tree Mead Academy afterschool club (The Treehouse Club) is open to all children who attend our primary school, from Reception to Year 6.

Aims

- To provide care for children within the school community that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued.
- To provide a range of structured play activities to engage and stimulate the children.

Organisation

- The afterschool club is open Monday-Friday from 3.10pm-6pm.
- The Club is split into two sections. The Treehouse Club - 3.10pm – 4.10pm – which a daily theme activity session and then Night Owls - 4.10pm till 6pm which is a free choice of activities with a food option.
- The club is available for children from Reception to Year 6.

- The club is located on the school premises. Parents collect their children via the small hall entrance. Children will sometimes be outdoors for the sessions.

EY and KS1 Children will be collected from their classrooms by the afterschool club leader and taken to the hall for registration. KS2 children will make their own way to club. The children will be offered a drink on arrival. Pupils staying for the later session will be fed a food option at approx. 5pm. This includes food such as wraps, beans on toast, crackers and cheese and children will have access to fruit and drinks during this longer session. Children with any dietary requirements will be catered for. Children may bring an extra snack if they require to go with the light food option. This will need to be approved by the club lead.

All staff involved in food preparation will have had some form of food handling training but not necessarily a formal Food Handling and Hygiene certificate.



Activities themes will change half termly and will be advertised to parents. These themes between 3.10 and 4.10pm will include:

- Art and craft activities.
- Sports activities and team games.
- Lego and construction.
- Gardening
- Science

- Cookery
- Gymnastics and dance
- Drama
- Computing

Children are regularly asked for feedback on the club and suggestions for any clubs.



Night Owls

Between 4.10 and 6pm at Night Owls typical activities will include:

- Art and craft activities.
- Completion of homework tasks
- Practicing reading, spelling etc
- Sports activities and team games.
- Lego and construction.
- Board games.
- Imaginative toys

We ask that no items are brought in from home as the afterschool club will not be responsible for any loss or damage.

Behaviour

The school rules and school behaviour policy will be followed to ensure consistency for the children at the club. We expect good behaviour and respect for others. The Treehouse Club reserve the right to withdraw the service if a child's behaviour is unacceptable. A

member of SLT is available over the phone when needed during the session or the following day for advice.

First Aid

The club has access to first aid and the member of staff will hold a current First Aid Certificate, including paediatric. All accidents will be recorded in the accident book and reported to the parents/carers on collection. In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible.

A fire safety officer is not a statutory requirement but the school has a named person taking responsibility for fire drills and record keeping during after school Club.

Safeguarding

All staff are trained in Child Protection policies and procedures and follow the recording and reporting procedures identified in the PTM Safeguarding Policy. All staff hold a level 2 safeguarding qualification. A DSL will be available either face to face or via the phone who holds level 3 and has attended the designated person training course.

All our staff have been trained to understand our safeguarding policy and procedures and have received training in recognising signs of abuse and neglect and what to do if they are concerned.

All our staff have received training in recognising the signs of radicalisation and FGM and know how to respond to concerns.

The legal ratio for after school clubs is 1:30. Although we will staff the club based on the needs of the children attending, e.g. SEND or behaviour needs. The Treehouse club will be staffed at 1:15 as a maximum.

Booking

It is essential that pupils are booked into The Treehouse Club in advance by Parentmail.

Parents must have completed a registration form before they can book a session.

Registration forms are sent out via Parentmail and once received they are added to the booking group.

Treehouse Club 3:10- 4:10pm: Must be booked by 48 hours before.

Night Owls 4.10 -6:00pm : Must be booked by 48 hours before.

Bookings will open up every half term for the following weeks.

We are able to take emergency late bookings. These are charged at the same rate but with a £1 per session late booking fee. These have to be booked via the school office. These will be charged to the parents account. No late bookings can be made if there are any arrears on the account.

Fees and Payments

The fee for The Treehouse Club is £5.50 per activity club session and £8:50 per Night Owls session. All fees are payable in advance.

Payment is to be made via the cashless system. If payment isn't received at the same time as booking, your child's place will not be guaranteed. These fees cover staff, resources, items that children may bring home after completion and food costs.

At the end of each term when we close the school at 1.30pm – there will be no activity club, but we are able to offer after school club from 1.30pm till 6pm – this will include the cold food option and will cost £25.

Prices will be reviewed regularly.

Late Collection

Treehouse club:

Collection after 4.10pm will incur an extra charge of £5 per every 15mins.

Night Owls club:

Collection after 6:00pm will incur an extra charge of £10 per every 15mins.

Late collection fees will need to be paid immediately. Failure to do so will mean that your child will not be permitted to be booked in the future.

Children who are not picked up after school at usual time may be put into Treehouse Club and then charged at the late booking fee. This will usually happen after 3.30pm when the main office is closed.

Cancellation

The only cause for cancellation would be school closure due to adverse weather conditions or problems with the school building e.g. no heating or water supplies. In the event of closure a member of staff will contact parents as soon as possible. School closure through adverse weather conditions will be on the school website. For these reasons you fees will be refunded.

Refunds

When a child is reported absent in the morning or is sent home sick during the day of a booking, their club place will be automatically cancelled and fees refunded. NO other cancellations will be accepted after the 48 hours notice.

The school will offer no refunds if your child fails to attend a pre booked session as we will have to cover the staff costs for these bookings.

Equal Opportunities

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equal Opportunities policy.

A designated SENDCo is available for the After School Club to liaise with. Copies of RMPs, EHCPs and other documents can be viewed by staff when required.

Complaints

All complaints will follow the school's Complaints Policy which can be found on the school website. Concerns should be first raised with the Treehouse Leader as soon as possible.