



**St Michael's**  
C.E. Primary School

**Before and After**  
**School Policy**

Date	November 2024
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## Our Theologically Rooted Christian Vision

### *Courage to Flourish in the Love of God*

**'I have come that [you] may have life, and have it to the full' (John 10:10)**





**[Therefore],**




**'Be strong and courageous... the Lord your God will be with you wherever you go.' (Joshua 1:9)**

These biblical texts underpin our vision summary, 'Courage to flourish in the love of God'. Jesus' words from the New Testament describe his desire for everyone to be a full and flourishing version of their created selves, experiencing life in all its vibrant fullness, individually and in community. Our ambition is for everyone to encounter this fullness through the life and work of the school, whatever their background, beliefs or circumstances. God's words to Joshua from the Old Testament illustrate how life, and learning, can be challenging, bringing setbacks and discouragement. These words inspire us to keep on going in those circumstances, confident that God watches over us and walks beside us.

The joining of these biblical texts is meaningful for the particular circumstances of our school community. It gives coherence to our aspirational vision that will grow courage and resilience as enablers of 'life in all its fullness' for everyone. To support our vision, we have seven overarching Christian values.

## Our Core Christian Values

<u>Value</u>	<u>Biblical texts that underpin our values</u>
<p>COURAGE</p> 	<p>Philippians 4:13                      'I can do all things through him who strengthens me.'</p>
<p>HOPE</p> 	<p>John 1:5                      'The light shines in the darkness, and the darkness has not overcome it.'</p>
<p>LOVE</p>  <p>FORGIVENESS</p> 	<p>1 Corinthians 13:4-8                      'Love is patient and kind... it does not rejoice at wrongdoing but rejoices with the truth.'</p> <p>1 John 1:9                      'If we confess our sins, he is faithful and just and will forgive us'</p>

	<p>Proverbs 3:5-6          'Trust in the Lord with all your heart and lean not on your own understanding; in all your ways submit to him, and he will make your paths straight.'</p>
	<p>Hebrews 10:24          'Let us be concerned for one another, to help one another to show love and to do good.'</p>
	<p>1 Thessalonians 5:18          'Be thankful in all circumstances, for this is God's will for you'</p>

### **Before and After School Club Policy**

#### **Aim**

We aim to ensure that we offer our services to all pupils within our school. This service is not offered to children who do not attend the school. We aim to:

- Provide opportunities for fun, enjoyment and learning through a range of activities.
- Encourage children to develop friendships between age groups and work together cooperatively.
- Ensure each child feels happy, safe and secure, allowing them to learn and develop freely in a play centred environment.
- Encourage children to take responsibility for themselves and their actions.
- Encourage children to develop positive attitudes and respect for themselves and others, in an environment free from bullying and discrimination.

#### **Method**

In order to achieve this aim, the After School provision operates the following policy

- Our after school sports clubs run from 3.15pm-4.15pm. There is no charge for these clubs.
- Our choir runs from 3.15pm-4.15pm once per week. This is for Key Stage 2. There is no charge for this club.
- Our school based ensemble runs from 3:15pm until 4:15pm once per week. This is for Years 4, 5 and 6. There is no charge for this club.

#### **Form completion**

Parents/carers will be asked to complete all the necessary forms and consents when registering their child. Booking forms are sent to parents via Arbor and should be completed online.

## Venue

Different activities are carried out in various locations within the school premises.

## Register and collecting

- A register of children who attend each club is taken at the start of each session.
- Parents/carers should collect their children via the main entrance.
- Parents and carers must inform a member of staff before leaving with their child.
- If a parent/carer is unable to collect their child as arranged, they must ring school.
- If someone else will be collecting your child, the After School Club staff or office staff must be informed.

## Late collections

If a child has not been collected by the end of the session, parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, the police and social care will be informed.

## Behaviour in after school clubs

**There is an expectation that children will conform to the behaviour rules of the school. They will be expected to be courteous to staff, other children. They will also be expected to treat all equipment with respect. We retain the right to withdraw the place of any child who does not conform to this code of conduct and thus endangers their own health and safety or that of others.**

## **Right to refuse:**

Children and staff are expected to follow the school policies whilst attending the After School Clubs.

- The school's Positive Relationships and Behaviour Policy will be followed. Only in extreme cases will a child be excluded for a fixed term or permanently, for example where a child's behaviour is not acceptable, or they put another child's or adults' safety in danger. This is the decision of the headteacher.
- The headteacher will first contact the parent to find a solution to the situation and to seek assurances from the parent and the child that their behaviour will improve.
- Should, despite these assurances, the behaviour remains unacceptable or dangerous, then St Michaels will withdraw the place for that child.

## **Whilst attending club children are expected to:**

- Use socially acceptable behaviour
- Respect one another, accepting differences of race, gender, ability, age and religion
- Choose and participate in a variety of activities
- Ask for help if needed
- Be allowed to enjoy their time at the Club.

## **Positive behaviour is encouraged by:**

- Staff acting as positive role models
- Praising appropriate behaviour

- Sticker rewards
- Informing parents about individual achievements.

#### **Dealing with distressed behaviour:**

- Distressed behaviour will be addressed in a calm, firm and positive manner following the school's behaviour policy (see Positive Relationships and Behaviour Policy).
- If a child's record becomes a concern or an incident is putting their safety and others at risk, the member of staff will inform the Headteacher, who will meet with the parents/carers to discuss concerns and ways to move forward.
- The member of staff will inform the headteacher if behaviour warrants suspension or exclusion.

#### **Temporary suspensions will be applied in the following situations:**

- Where formal warnings have failed to improve a child's persistent, challenging and unacceptable behaviour.
- In the event of an extremely serious or dangerous incident we will suspend a child with immediate effect. We will contact the parents and ask that the child be collected immediately.
- At the end of the suspension period the headteacher will meet with the parents and the child, in order to agree any conditions relating to the child's return to the club.

#### **Permanent exclusions:**

- In exceptional circumstances, and only when all other attempts at behaviour management have failed, it may be necessary to permanently exclude a child from the setting. If a child is excluded from the club, the parents will be given a verbal and written explanation of the issues and subsequent actions. The parent has the right to appeal to the Governors against the exclusion within 14 days of receiving written notification of the exclusion.

#### **After school sports clubs**

The club is run by a company who work very closely with the school to provide a safe and friendly environment for your children to enjoy sporting activities after school.

The coaches that run the clubs ...

- Are DBS checked
- Hold a suitable qualification
- Are First Aid trained
- Have a secure understanding of the school's safeguarding procedures and know who the school's DSL's are and how to contact them if they are off site.
- Know the school procedures in case of fire or lockdown incidents.
- The clubs run Monday to Friday. 3:15 pm until 4:15 pm.
- Parents/ carers need to collect their child promptly at 4:15 pm from the front office/reception area. **Pupils will not be allowed to walk home by themselves unless school has received written confirmation from a parent or carer.**
- Sports clubs are open to all children at different times through the year. The children will receive letters each half term informing them which clubs are available to each year groups.

Places are allocated on a first come, first served basis. If a club is oversubscribed children will be added to the waiting list in order that their request to attend was submitted.

- The clubs are free to access.
- Each club has a limit of 16 children, this cannot be exceeded.
- Parents/carers are asked that if their child no longer requires a space at after school club they let the office know as soon as possible to that it may be offered to another child on the waiting list

**In the case of severe weather parents and carers are asked to collect their children as early as possible to avoid problems with late collection.**

### **Health & safety**

- Staff must follow the school's Health and Safety, Online Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- The procedures to follow in the event of a fire or evacuation are the same as school procedures.
- All staff must make themselves familiar with the above documents.
- In case of emergency (such as medical or missing child) a member of the Senior Leadership Team will be informed immediately, and procedures followed.

### **Safeguarding**

- Staff running the clubs will have completed up to date safeguarding training.
- Staff running the clubs will know the procedure for reporting concerns.
- There will always be a DSL available when the clubs are running/open.
- All After School Club staff are DBS checked and must attend Child Protection induction and/or training. All staff must be familiar with the Child Protection and Safeguarding Policy and related documents and be clear about how to deal with safeguarding concerns.
- DSLs will be on site at all times or in the unlikely event of them not being able to do this, they will be available via telephone for any safeguarding concerns.
- Staffing arrangements are considered to meet the needs of children who have special needs.

### **First aid**

- There must be a qualified paediatric first aider on site during sessions.
- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded in the school's accident book and a medical form will be completed. The accident will be reported to the parent/carer when collecting their child.
- Parents/carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- All staff must be made aware of the children who have Individual Health Care Plans and what they contain.

### **Staffing**

- All staff will adhere to the Staff Code of Conduct and all school policies.
- The maximum number of children will not exceed ratios outlined for the children's ages.