



**Amherst After School Club  
Parents' Handbook**

## ABOUT THE CLUB

Amherst After School Club is registered with Ofsted as part of the Amherst School (Academy) Trust registration (Registration No 136499), and is based at Amherst School and run by Amherst School staff.

The Club is based in The Cabin, the mobile classroom closest to the swimming pool.

### Aims

We aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

### Pledge to parents

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Welcome you at all times to discuss our work or have a chat
- Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Listen to your views and concerns to ensure that we continue to meet your needs.

### What we offer

The children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available, together with outside games when weather permits. Children can of course enjoy quiet activities like reading or doing their homework!

We also offer themed afternoons:

#### **MINECRAFT MONDAY**

Children can enjoy Minecraft sessions in the ICT Suite.

#### **TEXTILE TUESDAY**

Children can work together with materials to make a special 'project'. Mrs Wade has secret ideas!

#### **WILD WEDNESDAY**

The children can enjoy getting creative with crafts.

#### **THRILLING THURSDAY**

Board games and competitions for all!

#### **FILM NIGHT FRIDAY**

Children can choose a film (U) for all to enjoy and of course there will be popcorn!

### What we provide

The After School Club will provide a cold buffet style 'high-tea' at 4.45 pm. Fresh fruit/vegetables will be available for snacks. Fresh drinking water is available at all times. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.

## **Access**

Parents are asked to come into the school by the pedestrian gate and to make their way through the playground to The Cabin to collect their children.

## **Staffing**

We have 3 After School Club Leaders: Mrs Maverley, Mrs Pound and Mrs Wade who will share the role.

Other staff members are: Mrs Ward, Mrs Smith, Mrs Gibson, Mrs Cook and Mrs Fox who will work on a rotational basis.

All of our staff have significant experience of working with children and are DBS checked.

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child.

## **TERMS AND CONDITIONS**

### **Admission**

The After School Club provides after school care for children attending Amherst School. Admission to the club is organised by the Business Manager and we use a waiting list system when the need arises.

We require a completed set of registration forms for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately.

Once a booking has been made it will continue until we receive a half term's written notice that the place is no longer required.

### **Payment of fees**

The current fees are **£12.50** per child per session. There is no reduction in fees if a child is attending another after school club e.g. chess or if a parent collects a child before 6.00pm.

Fees are payable termly in advance via the School Gateway, childcare vouchers, or by cash/cheque handed in to the school office. Payment must be received by the start of each term. If you are in receipt of childcare vouchers, please contact the Business Manager for the School's Childcare Voucher reference details for your provider. Cheques should be made payable to Amherst School Fund.

The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick, or on holiday (regardless of the amount of notice given).

We do not charge for bank holidays and professional training days (INSET) and After School Club will not be open on these days.

Please ensure that fees are paid promptly. Non-payment for more than two weeks may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to the Business Manager or Headteacher.

### **Changes to days and cancelling your place**

You must give us a half term's notice of termination or of changes in attendance. If you need to permanently change the days that your child attends, please contact the Business Manager. We try to accommodate such changes wherever possible subject to availability.

## **Temporary changes**

Please remember that we need to know if your child will not be attending the Club for any reason e.g. going home with a friend. When you report your child as absent from school please ask for a message to be passed to the After School Club. Also, please remember to tell us if your child's arrangements in other clubs, changes. If your child does not attend a booked session, we will have to treat them as a 'missing child' unless you have notified us of their absence.

If you know in advance of any days when your child will not be attending during the following week, please try to let the School Office know by THURSDAY at the latest. In cases of illness or emergency when notice cannot be given, please call as soon as you can.

## **Arrivals and departures**

For After school club, the arrangements are as follows:

- Children will be dismissed from their classrooms or club and make their own way to the After School Club.
- A register is taken when children arrive in our care and you must sign out your child each day when you collect them.

We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation.

The after school club finishes promptly at 6.00pm. If you are delayed for any reason please telephone the School Office to let us know. A late payment fee of £10.00 per 15 minutes will be charged if you collect your child after 6.00pm. If collection of your child is repeatedly late then you will be asked to find alternative childcare.

## **Child protection**

The protection of your child is of paramount importance to us and we will do our utmost to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see our **Safeguarding Policy**.

## **Equal opportunities**

Our Club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices
- We will not tolerate any form of racial harassment.

## **Special needs**

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the Club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

For more details on equal opportunities and special needs, see our **Equalities Policy**.

## GENERAL INFORMATION

### Behaviour (children)

We have a clear **Behaviour Management Policy** and the Club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

We encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities

The Club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. We will try to be flexible in order to accommodate such cases.

However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the Club straightaway. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Club.

### Behaviour (adults)

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our Club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

### Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at The Club we will contact you and ask you to make arrangements for them to be collected.

Please inform the School Office of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send him or her to the Club for 48 hours after the illness has ceased.

### Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times and the Club is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child.

### Medication

Please let the School Office know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the Club you will need to complete a **Permission to administer medication form** in advance, which is available from the School Office.

### Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Club Leader, or any other member of staff.

Verbal complaints will be brought to the next staff meeting for discussion and action.

All written complaints will be acknowledged within five working days of receipt and a full written response will be given within 28 days.

## **CONTACT INFORMATION**

Amherst School Office: 01732 452577

Email - [office@amherst.kent.sch.uk](mailto:office@amherst.kent.sch.uk)

## **Ofsted**

Ofsted Unique Reference No: **136499**

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