

St Paul's C of E Primary School

ASK Policy

2024

Aims

- To provide a welcoming, safe, secure environment for pupils at the end of the school day;
- To provide an affordable, late pick up childcare facility for parents/carers;
- To continue to build positive links/relationships with parents;
- To provide children with a snack and drink at the end of the school day in a fun, pleasant and relaxed environment;
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.

Procedures

Staffing

There will always be a minimum of two ASK Supervisors at each session.

In addition to ASK staff, the caretaker will be on site.

Contingency Arrangements for Staff Absences and Emergencies

If a member of staff is absent, they will ring the Headteacher who will arrange cover.

Advertising place availability

For so long as places are available, they will be advertised – usually through the school newsletter. In circumstances of over-subscription places will be allocated on a first come, first served basis and a waiting list will be maintained.

Booking Arrangements, Payment & Registration

An administration fee of £10 per family applies on first booking (regardless of the type of booking).

A list of the latest fees will be displayed on the website and available from the school office, and are attached to this policy at Appendix 1.

Staffing levels may need to fluctuate to meet an appropriate staff/pupil ratio.

Furthermore, the ASK requires some notice in order to be able to maintain numbers.

Accordingly, the following applies:

- (i) It is strongly recommended that Parents apply for a place(s) at the end of the term before the place is due to start (e.g. last day of autumn term for a place in January, etc). Once booked, the booked place automatically renews for the following term in the absence of cancellation (see below for details on cancellation);
- (ii) Places must be (and are paid) for the full term or, if booked part way through a term, for the remainder of that term (invoices are sent out during the first half term);

- (iii) The days of the week on which a place is required must be specified in the application form;
- (iv) If flexibility is required (attendance at different times and/or on varying days of the week) a pre-booked place should be reserved that will cover the extent of the required flexibility (e.g. for complete flexibility a place should be reserved from 15.10 – 17.30 each day of the week that the ASK is open);
- (v) An invoice will be raised in advance of the due date for payment; in the absence of which payment will be due no later than 14 days following receipt of the invoice.

Emergency (short term) places

- (a) Two spaces will be kept free to cover genuine emergencies, eg. hospital treatment;
- (b) A booking form must be completed and brought on the first day of any emergency attendance if the child is not already registered;
- (c) The period for which an emergency place is required must be specified. Beyond the specified period, no place is reserved – re-booking is necessary;

Booking forms will be available from the school office (copy in Appendix 2), and can be downloaded from the website.

If requested or required written confirmation of places will be sent out by the ASK.

Non-payment

As detailed above, payment is due three weeks following the start of term or one week from the commencement of a place (the 'due date for payment'). Except in exceptional circumstances, and following written agreement from the ASK: in cases of non-payment, the place will be offered to another if the invoice is not settled within 14 days of the due date for payment and access will be denied from that date onwards.

A warning letter will be sent in advance of any such action.

Cancellation by ASK:

The only likely cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies.

In the event of closure:

- A member of school staff will endeavour to contact individuals by telephone before 13:30 pm.
- During adverse weather conditions school closure will be reported on the Warwickshire County Website.
- A 'credit' or refund will be made in respect of any days cancelled by ASCC. In the normal course, a credit will be added to the following term's invoice.

Cancellation by Parents and Refunds

Due to the need to pay and book places in advance so that levels of staffing can be organised and food purchased, we will be unable to offer a refund if a child does not attend.

Refunds will, except as detailed above in respect of cancellation by ASK, **only** be available upon written cancellation by a parent of the child as follows:

- (i) Places will automatically continue until cancelled;

- (ii) **In term cancellations:** cancellation of places must be in writing. Refunds will be made for any complete half term following receipt of the written cancellation, i.e. refunds will not be made for any of the remaining days of the half term in which the cancellation notice is received, but will be made in full for any subsequent half term already paid for;
- (iii) **Cancellation of a place for the following term must be given no less than 2 weeks before the end of that term.** This enables the ASK to fill the place for the following term by advertisement. Failure to give notice in accordance with this paragraph will lead to charges in respect of some or all of the first two weeks of the following term on a pro rata basis (e.g. cancellation in respect of the following term given one week before the end of term will lead to charges for the first week of the new term due to the delay in notification);
- (iv) Cancellation of an emergency place may be given in writing with one week's notice. No refund will be available for any days falling within a week of receipt of written notice.

Refunds in respect of vouchers will be processed by the School Office.

Use of Registers

Children will be registered as they are admitted by the main door by one of the ASK staff on duty. The register will be kept in the ASK room.

Cooking and Serving Facilities:

- The Group Room will be used for preparation and serving food;
- At least one member of ASK staff will have Food Hygiene Certification.

Menus:

Allergy information should be updated regularly and ASK staff have access to this.

Organisation

- ASK will be open to pupils from Reception to Year 6 from 15.10 p.m. – 17.30 p.m.
- Children will be admitted and registered at the group room.
- Each child's details, medical conditions, parent contact details and additional emergency contact information are kept in the contacts file in the school office.

Resources

ASK resources are kept in the group room. All electrical equipment must be PAT tested before use.

Behaviour

Because the ASK is run by the school, the existing school Behaviour Policy will be followed.

Communication with Parents

- Staff will have verbal communication with parents/carers bringing children, which may involve passing a message(s) to classroom teachers. A note of these messages should be recorded.
- Written notes to parents from the ASK staff will be passed on via the child's classroom teacher.

- Parents may make appointments with a member of the Management committee and ASK staff to discuss matters/issues pertaining to the After School Care Club.

Safeguarding

- In accordance with Safeguarding arrangements, all staff involved in the running of the ASK, either in a paid or voluntary capacity will have current DBS clearance and will have been safely recruited as part of the school staff. These records are held in the school office.
- ASK staff will follow existing school policies and procedures for safeguarding and the code of conduct.
- Where ICT equipment is used, they must also follow the schools E.Safety policy and procedures.

Fire Procedure

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly via the closest exit.
- They will congregate in the infant playground.
- The club register should be taken outside and all names checked.
- There will be a fire practice once per term.

Medication

- Inhalers are kept in classrooms. If a child needs an inhaler, a member of the ASK staff will escort the child to the office and observe that the medication has been taken correctly.
- All other medication administered will follow the existing school policy (the Administration of Medication Policy). In accordance with this policy the ASK will not administer medication to a child where the medication is required 3 times or less per day (except in exceptional circumstance to be agreed in writing).

- If in doubt as to the application of this policy, parents are encouraged to contact the school office for clarification.

Risk Assessment

A separate risk assessment will be completed for ASK sessions and activities.

Confidentiality of Documents

Confidential documents are kept in the school office in a locked filing cabinet.

Complaints

All complaints notified in writing by a parent regarding the ASK will be investigated by a member of the Management Committee and a record kept of the outcomes.

ASK Staff (accurate as at October 2024)

Sarah Mancini (First Aid) - Coordinator

Sandra Randall (First Aid, Food Hygiene)

Sophie Eykyn

Management Committee

Jan Pringle (Chair of Governors)

Matthew Bown (Headteacher)

Appendix 1: Fees

Administration Fee: £10

Pre-Booked Places

Type A - End of school time to 4 pm (or any part thereof): £4

Type B - End of school time to 4.30 pm (or any part thereof): £5

Type C - End of school time to 5 pm (or any part thereof): £7

Type D - End of school time to 5.30 pm (or any part thereof): £8.75

These fees will be reviewed annually and will generally rise in line with inflation.

Appendix 2: Pre-Booked Place Booking Form

St Paul's C of E Primary School – After School Care Club

Booking and Information Sheet

Child's Name:

Class:

Child's DOB:

Does your child have any allergies? (please provide details):

.....

.....

Does your child have any medical conditions? (please provide details):

.....

.....

Name of GP:.....

Tel No. of GP:

Parent/Guardian names:

(1):

(2):

Home address (including postcode):

.....

.....

.....

[continuation sheet for (insert child's name)]

Emergency contacts (names and telephone numbers):

(1):

(2):

(3):

Please indicate (by circling) which pre-booked sessions you wish to book your child into:

Type A - End of school time to 4 pm (or any part thereof): £4

Type B - End of school time to 4.30 pm (or any part thereof): £5

Type C - End of school time to 5 pm (or any part thereof): £7

Type D - End of school time to 5.30 pm (or any part thereof): £8.75

Monday: Type A Type B

Tuesday: Type A Type B

Wednesday: Type A Type B

Thursday: Type A Type B

Total number of sessions per week applied for:

Signed:

Print name:

Date:

Appendix 3: Emergency Place Booking Form

St Paul's C of E Primary School - ASK

Emergency Place Booking and Information Sheet

Child's Name:

Class:

Child's DOB:

Does your child have any allergies? (please provide details):

.....

.....

Does your child have any medical conditions? (please provide details):

.....

.....

Name of GP:.....

Tel No. of GP:

Parent/Guardian names:

(1):

(2):

Home address (including postcode):

.....

.....

.....

[continuation sheet for (insert child's name)]

Emergency contacts (names and telephone numbers):

(1):

(2):

(3):

Please indicate (by circling) which emergency sessions you wish to book your child into:

Type A - End of school time to 4 pm (or any part thereof): £4

Type B - End of school time to 4.30 pm (or any part thereof): £5

Type C - End of school time to 5 pm (or any part thereof): £7

Type D - End of school time to 5.30 pm (or any part thereof): £8.75

Monday: 07.30 08.00 08.30

Tuesday: 07.30 08.00 08.30

Wednesday: 07.30 08.00 08.30

Thursday: 07.30 08.00 08.30

Friday: 07.30 08.00 08.30

Please indicate the date of the first emergency session:

Please indicate the end date for the emergency place period:

(note: if the period is until and including the last day of the current term, a 'pre-booked'
place can be booked, using a different form, at a lesser cost)

Signed:

Print name:

Date: