



Stretton Sugwas Academy

Club Stretton Policy

Reviewed: Autumn 2018

Stretton Sugwas Academy Full Governing Body

Club Stretton Policy

Introduction

This document is a statement of the aims, principles and strategies for wrap-around care at Stretton Sugwas Academy. At Stretton Sugwas Academy, we recognise the importance of consistency within the setting: all Club Stretton staff are direct employees of the school and pre-school. They are familiar with the routines of the school day and work within school policies. We know through experience that this supports transitions at the beginning and the end of the day for all involved.

The safety of pupils is our priority whilst they are in our care at school. Stretton Sugwas Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We aim to promote equality of opportunity and a positive attitude to all pupils and staff regardless of disability, race, religion or gender etc.

Wrap Around Care

According to the Department for Children, Schools and Families, an Extended School is one that provides a range of activities and services often beyond the school day, 'to help meet the needs of its pupils, their families and the wider community'. The Government states that all schools will need to provide an extended day for all pupils, either on site or through linking with a local service provider. Stretton Sugwas Academy provides many after school activities, Breakfast Club and After School Club care for children who need wrap-around care. Our staff provide a range of indoor and outdoor activities when the weather and time of year allow.

School Clubs (not Club Stretton)

A range of activities can be chosen for children Year 1 – 6 after school Monday to Thursday from 3.20 – 4.20pm. These are generally free of charge and run by either teaching or non-teaching staff members. At the beginning of every half term a letter is sent to parents with the School's clubs available. Slips need to be returned as soon as possible as availability is on a first come, first serve basis. Some clubs have a maximum number due to safety and equipment required. These clubs are not linked to Club Stretton although children may enter CS afterwards.

Breakfast Club

Breakfast Club is available for all Stretton pupils. It operates between 7:50 and 8:40am in the pre-school building where children will be provided with a breakfast of toast / bread, cereal and a drink if required. At times other options of crumpets etc may be available. Stretton Sugwas Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All arrivals for the Breakfast Club will come through the main entrance of the pre-school building and only opened by a member of staff. Parents may leave through the hall's fire door. Members of the SMT are on call during the morning sessions should their assistance be required.

Bookings and payment should be made in advance via termly booking sheet available from the office or from the school website. Children will be accepted on the day if there are unforeseen, unexpected circumstances.

After School Club

After School Care takes place in the school's Music Room for all Stretton pupils. The side gate into the Quiet Area of the school grounds is open for parents to come directly to the Music Room external door to pick up their child/children. It operates between 3:20 and 5:30pm where children

will be provided with a snack of toast/crumpet etc and a drink. This is staffed by Stretton Sugwas Academy staff; and also a member of SMT is on call every evening.

Children should be collected promptly from the Music Room up to 5.30pm.

Bookings and payment should be made in advance via termly booking sheet available from the office or from the school website. Children will be accepted on the day if there are unforeseen, unexpected circumstances.

New Bees (pre-school) attending Club Stretton

Club Stretton is also available to those children attending the New Bees Pre-school. Staffing ratios will reflect the number of children attending, ensuring safety. The rates at which pre-school aged children pay is in line with the pre-school rates (due to the additional staffing costs).

Payments

All payments should be made to Stretton Sugwas Academy. Childcare vouchers are also accepted and a list of accepted vouchers can be obtained from the office staff. Ideally accounts should be kept in credit. If payment falls dramatically behind, the child or children will be refused entry to the afterschool care. Registers of children attending Club Stretton are kept in the office, where a log is kept of all the sessions that have been attended/booked. A discount of 10% is given to families where more than one child attends the club.

Breakfast Club - £3.50

Afterschool until 4.30pm - £4.50

Afterschool until 5.30pm - £7.00

Staffing

In recognition of the additional responsibility and overall accountability for the operation of Club Stretton, a monthly additional responsibility allowance amounting to £300.00 to be paid to the incumbent Head Teacher for each month that Club Stretton is in operation (i.e. excluding August).

In recognition of the extra administrative burden, managing the booking and invoicing arrangements for Club Stretton, an allowance equating to 5 hours to be paid at their current hourly rate, per calendar month that Club Stretton is in operation (i.e. excluding August) is payable to the Business Manager

In recognition of the extra responsibility for arranging activities, supervising Club Stretton and ensuring the site is secure at the end of each day, the Club Stretton Supervisor to be paid at the hourly rate of £10.00 per hour for hours worked delivering Club Stretton.

In recognition of the extra responsibility and unsociable working hours the Breakfast Club supervisor to be paid at the rate of £9.00 per hour for hours worked delivery the Breakfast Club.

All Club Stretton staff pay will be processed as part of the academy's payroll. Hours are to be claimed on a monthly basis at the end of each month. All other Club Stretton staff rates of pay (i.e. Club Stretton Assistants), will be determined by the Headteacher and/or Business Manager, in line with rates of pay as outlined above.

As the staff are all employees of Stretton Sugwas C of E Academy, all members of staff are DBS checked. They would also have completed self-declarations on Disqualification by Association as they would be working with children under 8 years old.

Ratio

Club Stretton staffing ratios to be increased to ensure that a minimum of two staff are assigned to Club Stretton for the hours it is operating, excluding other staff who may be on site for other reasons.

Club Stretton will continually monitor and review its staffing levels to not only ensure statutory levels are met (1:30), but ensure high standards of keeping children safe and ensuring their individual needs are met.

Safeguarding and Child Protection

All staff will have gone through Stretton Sugwas Academy's vetting, including an enhanced DBS check. All staff will have thoroughly read the schools Safeguarding and Child Protection Policy. A signed staff register of who has read this document is kept on file.

If staff have any worries or concerns regarding child protection issues they will follow the school policy and refer to either the Designated or Deputy Designated Safeguarding Officer.

Designated Safeguarding Officer – Cath Rees

Deputy Designated Safeguarding Officer – Alex Davies (contactable at all times)

School Policies

Both the breakfast club and afterschool club will follow the school for statutory policies. These can be found on the school's website and include;

- Health & Safety
- Safeguarding & Child Protection
- School Behaviour
- Complaints & Allegations towards staff
- Equality

The clubs will also follow the procedures and practices of any first aid requirements that are needed. There is always a member of staff that is First Aid trained on site at all times.

Wrap-around staff aim to provide the following:

- A varied programme of activities
- A safe, caring and stimulating environment
- High quality care at all times
- Experienced and committed staff
- A commitment to equal opportunities
- Safe equipment
- Opportunities to embrace the outdoors as much as possible

Parents should

- Make sure that the school has up to date details of your child, including allergies etc along with emergency contact details
- Collect children promptly at the end of the session. If there are any problems than a phone call to the school should be done at the earliest convenience.