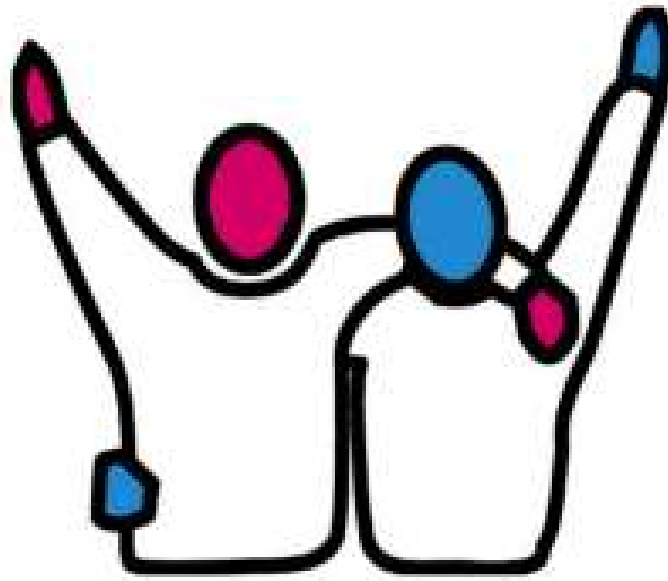


# JOLESFIELD CHURCH OF ENGLAND PRIMARY SCHOOL



**JAsZ Club**  
Breakfast & After School care

## **JASZ Club Policy**

## Introduction

The JASZ club is run by Jolesfield Church of England Primary School and exists to provide high quality out-of-school hours childcare for parents/ carers. It provides a range of stimulating and creative activities in a safe environment. The club operates from 7.30am to 8.50am and 3.20pm to 6pm (term time only). Breakfast is only served during the earlier session 7:30 - 8:40am. Please note any child arriving before 8:15am will be charged for both sessions. At the start of the After-School Club, a variety of snacks are offered, for example, a filled wrap and a piece of fruit. Children joining later in the session, due to attending a different in-school club, will also be offered a snack upon arrival. In addition, parents are welcome to pack additional snacks for their child.

We also kindly ask you to collect your child by no later than 6.00pm on the days you use the Club - failure to do so will, unfortunately, result in a 'late' fine of £10.00 being incurred for every 15 minutes.

Fees will be reviewed annually.

Copies of the JASZ club policy are given to parents/ carers of children attending the club and are also available on request and on the school's website. All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the club policy.

## Admissions

- Only children attending Jolesfield CE Primary School are eligible to attend JASZ club.
- All places are subject to availability and there are 20 in total.
- A registration form must be completed prior to the child's commencement at the club, containing information about the child's date of birth, address, contact details and persons who may collect the child. Parents/ carers have responsibility for informing JASZ of any change of details.
- A first aid consent form must be completed prior to the child commencing.
- Parents/ carers are made aware of how to access policies and procedures.
- Infrequent users are welcomed provided there is space.
- All JASZ club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register as soon as a child arrives.
- With 7 days notice, parents of regular users can request a change of days and sessions. This request can be made verbally, in writing by text message or by the phone. Every effort will be made to accommodate this. However, full payment is required for the cancellation of any

regular sessions.

- If the use of before and/or after-school provision is no longer required, seven days notice should be given in writing

## **Arrival**

Children in Years R and yr1 are collected by JASZ staff from their classroom door. Children are escorted to the club.

Children in Years 2,3,4,5 and 6 make their own way to the JASZ club where a member of staff will be waiting.

On arrival, children are marked on the register.

## **Departure**

When a child is collected at the end of, or during, a session, they must be signed out by a member of the JASZ club and the time recorded. The parent/ carer or named collector must also sign. The parent/ carer or named collector must inform a member of JASZ staff that they are taking their child home. Parents/ carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date. In line with the normal school policy, children will not be handed over to anyone under the age of 16.

## **Security**

Access to the club is through the playground side gate. This is padlocked and the code only shared with parents/ carers who are collecting from the club. The code for the padlock must not be shared with other third parties or with children.

If children are on the playground or field the area is secured. Children are supervised in all areas of the school.

If parents/ carers nominate another adult to collect their child they must inform the club manager in advance. Children will not be released to persons under 16 years of age or persons we have not been informed about.

## **Behaviour**

Whilst attending JASZ club children are expected to keep the school rules and demonstrate:

- kindness
- thankfulness
- positivity
- respect
- teamwork

Any challenging behaviour will be addressed in a calm, firm and positive manner. In the first instance, if necessary, the child will be temporarily removed from the activity. JASZ club staff will explain why the behaviour displayed is deemed inappropriate. JASZ club staff will encourage and facilitate mediation between children to try and resolve conflicts through discussion and negotiation. Staff will consult with parents/ carers to formulate clear strategies for dealing with persistent inappropriate behaviour. The Headteacher will also be informed.

If after consultation with parents/ carers the implementation of behaviour management strategies, a child still continues to display inappropriate behaviour, JASZ club may, in consultation with the Headteacher, decide to exclude the child. The reasons and processes involved will be clearly explained to the child and the parent/ carer.

If a child has an individual Behaviour Plan it will be agreed with parents/ carers whether or not this will be implemented at JASZ club and shared with staff as appropriate.

## **First Aid**

All accidents will be recorded in the accident book, accurately reported to the parent/ carer and signed by a member of JASZ club staff. If the child is not being collected by their parent/ carer (because another named person is collecting them) then their parent/ carer should be informed by telephone, in advance.

Accident record must give details of : date, time and nature of the accident. Details of child/ren involved, type and location of injury. Parents/ carers of any child who becomes unwell during the club will be contacted immediately. If a child is sent home unwell during school hours, JASZ club will be informed of their absence by the office.

## **Missing or uncollected children**

In the unlikely event that a child should go missing the following procedure will be undertaken: The Headteacher or in his absence the Deputy Headteacher will be informed of the missing child. JASZ club manager will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be called.

If a child is not collected by 6.00pm, parents/ carers will be contacted in the first instance by telephone. Emergency contacts will be contacted in the second instance.

If a child is collected late (after 6.00pm) parent's / carers will initially receive a warning letter. Subsequent late pick up will incur a penalty charge of £10 every 15 minutes after 6.00pm. The police and Children's Social Care will be contacted if children are still on school premises after 7.00pm. If a child is persistently collected late they may lose their place at JASZ club.

## **Payment of fees**

It is a requirement of JASZ club that parents/ carers pay their fees promptly following receipt of their invoice. If a parent/ carer is expecting difficulty with payment of their fees, they should contact the School Business Manager, in confidence, as soon as possible. It is possible to pay fees by cheque, standing order, childcare vouchers or BACS payment.

We will consider waiving fees in order to support families in need and in other exceptional circumstances at the discretion of the Headteacher.

In exceptional circumstances, the Headteacher reserves the right to terminate places at JASZ club. Notice would be given in writing with seven days notice.

## **Procedure for payment of fees**

Invoices will be issued on the 3rd of each month for the preceding month.

Invoices should be paid within 7 days of the date of receipt. All payments should be given to the JASZ club manager or the School Business Manager. Cheques should be payable to Jolesfield CE Primary School. Acknowledgement of payments will be signed and dated on the invoice when paid.

## **Staff**

The club operates on a 1:10 ratio

Mrs Vicki Catterall is the JASZ club manager. Mrs Jo Wilbourn and Mr Nick Farey are the club playworkers.

All JASZ club staff have DBS checks and the appropriate level of experience, skills and ability to carry out their role.

## **Safeguarding and Child Protection**

If you have any concern that a child is being harmed or at risk of harm or you receive a disclosure (intentionally or unintentionally) please do not hesitate to contact the Designated Safeguarding Lead - Ms Vicky Price (Headteacher) or the Deputy Designated Safeguarding Lead - Mr Colin Brookes. If you require a copy of the Safeguarding and child protection policy please make a request at the school office.

## **Parental concerns and Feedback**

Occasionally parents/ carers may have a concern they wish to communicate. Please do this by contacting the JASZ club manager by telephone or letter. The manager will arrange an appointment to discuss your concerns. Occasionally parents/ carers may feel a matter has not been fully resolved and in this instance you may feel it appropriate to contact Ms Price or Mr Brookes.

## **Contact details**

Office hours: 8.30am to 4.30pm (after hours contact must be via the JASZ club phone) School telephone: 01403 710546

Email : [vcatterall@jolesfieldschool.co.uk](mailto:vcatterall@jolesfieldschool.co.uk)

Please email Vicky Catterall or the school office if you are interested in using the breakfast/after-school club so we can send you a registration pack.