

After School Club

FERNDOWN FIRST SCHOOL AFTER SCHOOL CLUB AGREEMENT

General Information

Ferndown First School After School Club provides after-school activities in a safe, happy environment in our Dragonfly Classroom. It is supervised by professional, experienced staff and is open during term time only, Monday to Friday, from 3.05 pm to 6.00 pm. It will not operate on school holidays, Bank Holidays, or INSET Days.

After School Club is a self-financing club. No financial support is received from the school, and all running costs must be met from fee income. It is not intended to be profit-making, and any surplus made after costs will be reinvested back into the school for the benefit of the children.

Children eligible to join the Club must be existing pupils at the school. The Club is not open to siblings attending another local school or Pre-School, unless agreed with the Headteacher. It is set up to provide high-quality after-school childcare in a relaxed and safe environment.

Objectives

- To provide high-quality childcare in a welcoming, safe, secure environment for pupils at the end of the school day.
- To develop children's emotional literacy and social skills.
- To promote and encourage home learning alongside fun, play-based activities.
- To provide an affordable service for working parents.

After School Club Collection Arrangements

Parents must collect their children from the exterior Dragonfly Classroom door, located around the side of the school building. At the start of the session, a register of attendance will be taken. Your child will be signed out by a member of staff when they are collected at the end of the day.

The Club closes at 6pm and all children must be collected by this time. Children will only be released to an authorised adult contact listed on your child's registration form.

In the event that any other adult collects your child, you must contact either the school (between 08.00 and 14.00) or use the dedicated mobile number for our After-School Club Supervisor (between 14.00 and 18.00).

Please note: Should an adult collect a child who is not on the authorised collection list, staff will contact the parent. If someone else collects a child who we do not know, they may be asked for identification and/or a password. No child will be released to an unauthorised adult who cannot give this password information.

Staffing and Supervision

Three staff members adequately supervise the children on Monday - Wednesday and two members of staff adequately supervise the children on Thursdays and Fridays. The ratio of staff to children will not exceed 1:8 for under 5's and 1:12 for children over 5 years of age. At the end of the school day, a member of the after-school team collects the children from their classrooms.

After school staff are also staff members of Ferndown First School and have an enhanced DBS check. The parent must ensure that the child leaves the school premises safely at the end of the extended school day. Staff members will take a register of all children attending.

Safeguarding

Fire Procedure

Children will be escorted out of the building via the external Dragonfly Classroom fire exit and walk around the front of the school and assemble in front of the bike sheds, if safe to do so in accordance with Ferndown First School's Fire Safety Policy. All registers will be taken, and the children and staff will be accounted for.

Risk Assessment

A risk assessment has been carried out for the After School Club.

After School Club operates under the same safeguarding procedures as Ferndown First School. A copy of the school's Child Protection and Safeguarding policy can be found on the school website. Staff are required to attend annual safeguarding training and to have read any updates on Keeping Children Safe in Education (KCSIE).

Refreshments

After School Club staff will provide refreshments, which could include plain biscuits, rice cakes, bread sticks, crackers, and a choice of fruit juice, milk, or water. The school will ensure that all refreshments comply with "The Requirements for School Food Regulations 2014" (effective 1 January 2015). In addition, there will always be a staff member on duty at the club who holds a current food hygiene certificate (Level 2).

The Club will also comply with environmental health and food safety standards. It is the parent's responsibility to report any food allergies on the Registration Form to ensure that this information is updated should circumstances change. After School Club will do all it can to accommodate any allergy requirements.

Positive Behaviour

Children are expected always to show a good standard of courtesy and behaviour.

The After School Club is part of Ferndown First School, and children are expected to follow the same guidelines as documented in the Positive Behaviour (Relational Policy) and Anti-Bullying Policy, which can be found on the school website.

The supervisor will bring any concerns about behaviour to the parents' attention. If the behaviour persists or is serious, it may be referred to the Headteacher. If it cannot be resolved, the child may be asked to leave the After School Club at the governing body's discretion. There would be no refund of fees in these circumstances.

Special Educational Needs

If your child has special educational needs and you apply for a place at After School Club, you may be invited to an informal meeting with the Headteacher. This meeting will discuss how the Club can support your child's needs.

Sicknesses, Accidents, First Aid & Emergencies

If a child becomes ill during a Club session, every attempt will be made to contact one of the people listed on the Registration Form to arrange the child's collection. The child will be cared for until collected.

In case of a minor accident, basic First Aid will be administered. In case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/legal guardian to advise or discuss with them the course of action to be taken. All accidents and emergencies will be entered in the First Aid book. After School Club operates under the same procedures as Ferndown First School regarding First Aid, Sickness and Accident Reporting. There will always be a staff member on duty at the club that is paediatric first aid qualified.

PLEASE NOTE: The Club Registration Form contains an AUTHORISATION permitting transporting your child to an A&E department if the parent/carer cannot be contacted in time. This action will be taken to gain appropriate medical treatment for the child. Please indicate on the registration form if you do not wish to give such authorisation.

Booking

- Up to 30 spaces are available at the After School Club on Monday to Wednesday and up to 20 spaces on Thursday and Friday.
- Parents must read the After School Club Agreement and complete a Registration Form before booking a space on the After School Club.
- Only children for whom a Registration Form has been completed and whose place has been booked via ParentMail in advance may attend After School Club.
- Bookings must be made by the parent/carer via ParentMail. We are unable to accept bookings via e-mail.
- All places must be booked and paid for in advance at least 24 hours before attendance. Once the booking timeslot has closed, emergency places may be secured by contacting the school office. However, we cannot guarantee these will be available.
- Where parents choose to pay via a childcare voucher scheme, they must still book a place via ParentMail and make their voucher payment within 1 week of the booking.
- Once a booking has been made, the payment is non-refundable in the event of non-attendance due to sickness or any other reason or for sessions only partly attended.
- Please note that parents can amend or cancel bookings up to 24 hours before the required date. ParentMail issues a credit, which you can use to re-book a session; no refunds will be given.
- Places are offered on a first come, first served basis.

Payment of Fees and Cancellation

- The cost per session is **£11.00** if attending from 3.05 to 5 pm and **£13.20** if attending until 6.00 pm.
- Parents will be given one term's notice of any fee change.
- Fees are payable in advance via ParentMail during the booking process.
- Payment via employee schemes/vouchers will be accepted wherever possible, but it must be pre-agreed with the school. Booking must still be made via ParentMail, and the voucher payment must be made within 7 days of the booking. The school reserves the right to exclude children if fees remain unpaid after a reminder.
- No refunds will be given for non-attendance due to sickness, any other absence, or for sessions only part attended.
- In the event of school closure, e.g. due to weather, a full refund will be given.

Notice

- Any changes will be subject to agreement by Ferndown First School After School Club and will be subject to availability. Charges will be made for the booked sessions within the notice period, whether or not the child attends.

General Conditions

- Ferndown First School After School Club will not be liable for loss of property brought onto the premises by the parents/carers or child.

Code of Conduct

Every pupil should:

- Observe normal school rules
- Co-operate entirely with staff at all times
- Be considerate to others at all times
- Respect requests and requirements made by staff
- Look after equipment and resources
- Promote our school CARE values - promoting a respectful community
- Abide by the After School Club Agreement and Code of Conduct.

March 2026