



**Ditton Lodge Community Primary School  
Discovery Club Policy (after school care)**

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The Governing Body of Ditton Lodge Primary School adopted the following Discovery Club (after school care) policy on Thursday 30<sup>th</sup> April 2015.

The policy will be subject to review by the Governing Body in April 2018.

### **Discovery Club (After School Care Club)**

#### **Objectives**

- To provide a welcoming, safe, secure environment for pupils at the end of the school day.
- To enable pupils to meet at the end of the day, take part in activities and eat a snack at the end of the school day in a pleasant, relaxed environment.
- To provide a calm play environment for those pupils.

#### **Organisation**

The Discovery Club is open to all pupils attending Ditton Lodge Community Primary School. It is open from 3.00 pm to 6.00 p.m, Late collection by parents/carers will incur penalties. The Club meets in the Discovery Centre, but also uses the school playground and school field. The child's details, medical conditions, the parent's contact details, and additional emergency contact name, address and telephone number are kept in the School Office. It is the responsibility of the parents to ensure that the office is informed of contact changes.

#### **Use of Registers**

Children are registered as they enter the Hall. Newcomers are added to the register. The Discovery Club supervisor retains the registers which are kept in the school office. The numbers attending are then uploaded onto the School's Cash Office software.

In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present. Please see below for information regarding fire evacuation.

#### **Staffing and supervision**

The children are adequately supervised at all times. Three staff members are on duty until 5pm and then when numbers reduce between 5 and 6pm, two staff members are on duty. All members of staff are checked in line with relevant safeguarding policies and procedures. One member of staff on duty holds a current first aid certificate.

#### **Food and Activities**

Children will be offered a healthy snack and drink. Children who are staying until beyond 5pm are given tea. A number of activities will be on offer for the children to participate in. All resources necessary for the club will be purchased through the school budget designated for such purchases.

#### **Behaviour Policy**

The Behaviour Policy is broadly in line with the School's Behaviour Policy. Our Behaviour Policy is based on a whole school approach to positive reinforcement and modelling of good behaviour.

Children are expected to show a good standard of courtesy and behaviour at all times. If there are concerns with behaviour then parents will be contacted. Ultimately exclusion from Discovery Club will be the final sanction from such provision when all possible strategies have failed. This decision will lie with the Headteacher.

## **Pricing Policy**

The Discovery Club daily fee is £6.00 for the first session (3.00 pm to 5.00 pm) and £9.00 if staying for the second session (5.00 pm to 6.00 pm). This fee is to cover the cost of:

- Staffing
- Food
- Equipment and day to day running costs.

It may be necessary to change fees from time to time; however Parents/Carers will always be given at least one month's notice of this.

If a parent/carer arrives after 5.00 pm then an additional charge of £3.00 will be levied. If a parent/carer arrives after 6.00 pm then a late fee of £5.00 will be charged. Please note that these late charges will be levied without exception.

If a parent/carer is late after 6pm on more than four occasions during an academic year then the school will discuss, with the parent/carers, whether it can continue to offer the service. This is because of the impact of late collection on staff wellbeing.

## **Contingency arrangements for staff absences and emergencies**

Arrangements for cover due to staff absence is organised by the Discovery Club supervisor, who keeps a register of staff available for cover.

## **Fire Procedure**

Children should exit the hall and assemble on the playground.

All registers should be taken and the children checked.

## **First Aid**

If First Aid is administered, the treatment is given in line with School Policy.

## **Risk Assessment**

A risk assessment has been carried out for the Discovery Club.

This policy will be reviewed by the governing body as and when it is deemed necessary with changing circumstances and the extended numbers to the school.

## **Child Protection Statement**

***At Ditton Lodge Primary School the welfare of the child is paramount. All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and sexual identity have the right to protection from abuse All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately. All staff and***

***volunteers in school have a responsibility to report any concerns to one of the designated child protection officers.***

April 2015