

A.J.S.

Extra

The After-School Provision at

Ashley Junior School



Ashley Junior School

***A Handbook for
Parents and Carers***

AJS Extra is based at Ashley Junior School and is staffed by personnel from Ashley Junior School, so consequently follows the ethos, principles and policies of Ashley Junior School. The club is open from 3:30pm until 6:00pm weekdays, during term time.

We can utilise all the rich facilities, resources and grounds that Ashley Junior School has to offer to ensure a safe, fun and enriching experience.

What we offer

Our Club follows the Playwork Principles, so the children are free to choose activities and resources as they wish. There will always be planned activities that include physical games, cookery, outdoor play, Forest Schools, Arts & Crafts as well as dressing-up, board games, construction and computer games.

There will also be time to simply relax, sit, read and enjoy quiet time after a hard day at school.

What we provide

- Walking bus from Ashley Infant School
- A healthy snack
- Fresh drinking water
- A fun and caring environment

TERMS AND CONDITIONS

Admission

- Our Club aims to be accessible to children and families from all sections of our local community.
- Admission to the club is organised by the Manager and we use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis – except in the case of siblings who will have priority if a sibling is already attending.
- We require a completed set of registration forms for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately.

Payment of fees

- The current fees are £6.00 per child from 3:30pm to 4:45pm and £12.00 the whole session – 3:30pm to 6:00pm
- Fees are payable in advance through Scopay or childcare vouchers.
- The price per session per child applies to all children.
- Please ensure that fees are paid promptly. Non-payment may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to the Manager.

Changes to days and cancelling your place

- You must give us one month's notice of termination, or of changes in attendance.
- If you need to change the days that your child attends, please contact the Manager.
- We try to accommodate such changes wherever possible.

Arrivals and Departures

- Children attending Ashley Junior School will make their own way to AJS Extra.
- There is a walking bus available from Ashley Infant School to Ashley Junior School.
- Entrance is through Reception.

- A register is taken daily.
- We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation.
- The club finishes at 6:00pm, if you are delayed for any reason please telephone the Club to let us know. A late payment fee of £3:00 per 15 minutes will be charged if you collect your child after the Club has closed.
- If your child remains uncollected after 6:30pm and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow the Uncollected Children Policy and contact the Social Care team.

Safeguarding

- We follow the school's policies and procedures to ensure all children are safe.
- All staff have completed appropriate safeguarding training and undergone appropriate Disclosure and Barring System checks.

Equal opportunities

- Our Club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.
- We respect the different racial origins, religions, cultures and languages in a multi ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices
- We will not tolerate any form of racial, homophobic or gender harassment.

Additional Needs

- We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or carers and relevant professionals to provide the appropriate support.
- We will endeavour to accommodate all children of all abilities, whilst working within the Club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

Behaviour (adults)

- We will not tolerate from any person, whether a parent, carer or visitor: bullying, aggressive, confrontational or threatening behaviour.
- AJS Extra is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from the premises.

Behaviour (children)

- We follow the Golden Rules at AJS Extra – just like at AJS.
- We have a clear Behaviour Management Policy, a copy of which is distributed to all parents and carers
- AJS Extra has procedures for dealing with unacceptable behaviour. We recognise that poor and disruptive behaviour can occur from time to time for a number of reasons and this will be managed according to our Behaviour Policy.
- However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the Club immediately.

In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from AJS Extra.

Illness

- We are unable to care for children who are unwell. If your child becomes unwell whilst at the Club may well contact you and ask you to make arrangements for them to be collected.
- Please inform the Manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send him or her to the Club for 48 hours after the illness has ceased.

Accidents and first aid

- We always have trained First Aiders on the premises and have appropriate recording and reporting procedures.

Medication

- Please let the Manager know if your child is taking prescribed medicine. If your child needs to take medicine whilst at AJS Extra you will need to complete a Permission to administer medication form in advance. See our Administering Medication Policy for more details.