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Information Booklet

St. Jérôme Church of England

Bilingual Primary School

Station Road

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020 3019 6363

St. Jérôme School : Extended Services

**Our Mission Statement:**

We are committed to providing a high quality, creative and fun programme where each child is valued and encouraged to fulfil his or her potential in a safe, caring environment.

**Aims and Objectives**

Our After School Club will provide stimulating play in a happy atmosphere ~ a place where children will be safe, well cared for and happy to attend.

The Club embraces and fully supports the school values.

We want all children to enjoy their time at After School Club and will work hard to ensure that they feel happy and secure in a very caring and stimulating environment.

**After School Club**

The Club has policies on Health and Safety, Welfare, Asthma and Behaviour and any of the policies are available to view in the school office or at the club.

The club operates from the end of the school day until 6.00 p.m. every school day with exception of the last day of Michaelmas (Autumn) Term. Children can be collected any time up until 6.00 p.m. (4 p.m. on the last day of each Easter and Summer terms).

A register will be taken at the beginning of the session and parent(s) / carer(s) will be required to sign child(ren) out when they are collected. Children will be provided with a drink and refreshment during the session.

Each session is planned in advance and depending on the ages of the majority of the children, activities are organised which they can take part in or not as they wish. There are also lots of board games, books, construction sets, toys for them to play with, and a DVD is available.

Most of the activities organised involve drawing, colouring, cutting sticking and making, using paint, paper, pens, crayons and also dough, wool, materials and thread.

In the summer months the children can use the playground and there are a variety of toys and equipment for outside play.

**Staffing**

All members of staff are police-checked (DBS) and at least one member has a current first aid certificate and food handling qualification. All staff working at the club have been carefully chosen for their commitment, enthusiasm and high ability to provide a stimulating, fun packed, warm and caring environment.

**Admissions Policy**

Before a child is admitted to After School Club a registration form must be completed and signed and the child must be currently attending St. Jérôme Church of England Primary School from Reception – Year 6.

The parent / carer must inform the club staff of any specific dietary requirements, medical issues, food preferences or allergies.

**Cost Per Child**

The cost per child per session or part thereof is **£11.50**.

**Payment of Fees**

Parents will be required to book and pay for After School Club sessions via Parentpay. Full login and user details will be issued once the registration forms have been completed.

Parents must be aware that they are paying for a place and therefore, no concessions will be made for absences.

**Collecting Your Child**

It is imperative that children are collected promptly by the end of the session. In case you are unable to collect your child on time, it is vital that you have contingency plans in place for someone whom you can call upon to collect your child, possibly at short notice.

Persistent lateness will result in written notification from the school of withdrawal of the child’s place giving two weeks’ notice.

In case of failure to collect a child, all emergency numbers will be called. If no-one can be contacted and Senior Leaders have left the school premises, social services will be contacted.

If you wish to remove your child from the club, please give us two weeks written notice.

**Child Protection and Safeguarding**

Our After School Club abides by the school’s Child Protection procedures. If the staff of the club is concerned about the welfare of children in their care, they may refer the matter to the Head of School and / or the appropriate investigative agencies.

Parents are asked to keep their child at home if they have an infection or illness and inform staff as to the nature of the illness.

Medication will not be administered to a child unless a written request by the parent / carer is received by the Club Co-ordinator.

An accident / incident book will be kept at the Club to record any relevant information. Parents and carers will be asked to sign to confirm they been informed of such event.

A fire drill will be held at least once a term. Fire doors are kept free of obstruction and fire extinguishers are checked regularly.

A first aid box is kept on site at all times and at least one of the staff has a valid first aid certificate.

**Behaviour Policy**

Our After School Club is committed to following a positive approach towards discipline and this excludes any form of physical punishment, humiliation or deprivation of a child’s rights. Staff understand the importance of developing a child’s positive self-image, enabling them to have respect for themselves, each other and the adults of the club.

The children are involved in compiling the standards of behaviour, which are clearly displayed. If a child is unable to follow the rules and his / her behaviour is not respectful to others’ needs or feelings, the situation will be discussed with the parent(s) / carer(s) and the child. If a satisfactory solution is not found, the child will forfeit his / her place.

**Special Education Needs**

The Club adheres strictly to the school policy, which ensures that it does not discriminate against children with Special Educational Needs. The club staff will maintain regular contact with parents at all stages of support.

The club will work in partnership with the school and outside agencies to support children with special educational needs.

**Complaints Procedure**

Our After School Club aims to provide high quality, efficient and accessible service to parents / carers and children. If you wish to speak to anyone about concerns or worries you may have in relation to your child, you will be listened to and your views will be taken seriously. Confidentiality will be maintained at all times. If discussing your concerns does not have a satisfactory outcome, you should proceed to stage one.

Under normal circumstances, the Co-coordinator will be responsible for managing complaints. If a complaint is made against the co-ordinator, the Head of School will conduct the investigation. All complaints made to staff will be recorded in detail in the significant incident book.

Stage One

Your worries or concerns should be put in writing and a request for a meeting with the Club Co-coordinator. At the meeting, a written record of the discussion will be made.

Stage Two

If the matter remains unresolved, the parent / carer should contact the Head of School, who will reply within four weeks outlining how the complaint was investigated and detailing the outcome.

In the case of a complaint not being resolved to your satisfaction, letter may be sent to the following body:

Complaints and Enforcement Department

OFSTED
Royal Exchange Buildings

St Ann’s Square,

Manchester M2 7LA

Or telephone 0845 640 4040