

Merry Hill After School Club Policy

Name/Title of responsible committee/individual:	Melissa Adams (Merry Hill Headteacher)
Date issued:	February 2025
Review date:	February 2026
Target audience:	Merry Hill Infant School and Ashfield Junior School

The After School Club will operate with a view to promoting high standards of respect and educational achievement.

Merry Hill After School Club is committed to eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.

The club will promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs and will actively challenge pupils, staff or parents expressing opinions contrary to fundamental British Values, including 'extremist' views.

Aims

- To provide a happy, welcoming place at the end of the school day where all children are valued.
- To support children in leading a healthy lifestyle.
- To support working parents by providing an affordable childcare facility.
- Be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at the After School Club.

Opening Times

Monday to Friday 3:15pm – 6:00pm. Term time only.

Session Times

Session One: 3:15pm – 6:00pm
Session Two: 4:30pm – 6:00pm
Session Three: 3:15pm – 4:30pm

INSET Days

The After School Club will not operate on Inset days.

Admissions

The club is fully inclusive for Merry Hill children and Ashfield Junior School. Any parent/guardian with a child that has any additional or special needs should record these on the registration form. This is so that any child can be appropriately welcomed into the club.

Booking and Payment Arrangements

- Parents who require one or more regular sessions per week please contact the school office so we can set up a rolling booking system, payable each half term, in advance for the whole academic year.
- For all other bookings please log on to your Scopay account and book at least **5 days in advance**, and payment must be made **on the day**. However, in exceptional circumstances within less than 24 hours, please contact the school office to arrange a **one-off drop-in**, subject to availability.
- All fees must be paid online via the school's payment system, **Scopay**, in advance of the sessions. **Childcare Vouchers** and **Tax-Free Childcare Payments** are also accepted but you must be registered with the school to use this payment method.
- **Non-Payment Policy:**
 - If payment is not received within **one week**, a reminder letter will be issued.
 - If payment is still outstanding after **two weeks**, and no explanation has been provided, the child will no longer be able to attend the club until the balance is cleared.
- Fees remain payable for absences unless the club is closed. **No refunds or credits** will be given for missed sessions due to illness or unauthorised absence (e.g., holidays), except in cases of long-term sickness.
- The after-school club reserves the right to **refuse attendance** if a child does not behave in a disciplined and responsible manner. In such cases, fees will **not** be refunded.
- In the event of low attendance numbers, the school reserves the right to cancel the club with advance written notice. In this case, any pre-paid fees will be refunded.
- Parents must provide a **minimum of two weeks' written notice** if they wish to cancel their child's sessions.

Location of the After School Club

The After School Club sessions are primarily held in the **dining hall**. However, to support a variety of activities, children will also have access to **outdoor areas, the school hall, and classrooms** as needed. This ensures that children are not confined to one area for the entire session.

The **school kitchen** is used for storing, preparing, and serving food, as well as washing all equipment. Staff are responsible for ensuring that all areas used during the club session are left clean and tidy at the end of each day.

Behaviour

The **Merry Hill Behaviour Policy and Rules** apply to the After School Club to ensure consistency for all children. We take a **therapeutic approach to behaviour**, focusing on

positive relationships, emotional regulation, and clear expectations. Staff use strategies to help children manage their emotions and make positive choices.

If a child struggles to meet behaviour expectations, staff will follow a **supportive and restorative approach**, including:

- Encouraging self-reflection and problem-solving
- Providing calming strategies and emotional support
- Communicating with parents to work together on solutions

However, if a child's behaviour **does not improve despite interventions**, or poses a risk to the safety and well-being of others, the club reserves the right to withdraw their place. A decision to withdraw a place will be made following discussion with parents to ensure fairness and transparency.

Communication with Parents

- A **member of staff will always be at the door** at pick-up time should you need to pass on a message.
- Important updates or information regarding the After School Club will be sent via **email by the end of the school day**.
- The After School Club may occasionally feature in the Merry Hill or Ashfield **School's weekly newsletter**.
- If you need to contact the club for any reason, please **get in touch with the Merry Hill School office**.

Routine and Activities

Arrival and Registration:

- **Merry Hill children** will be brought to the club by a member of staff afterschool.
- **Ashfield children** will be walked up to the Merry Hill Dining Hall for close of **register at 3:25 pm** by an Ashfield member of staff.
- **The Elms will walk Ashfield children** up to Merry Hill after their club at **4:30 pm** (Monday to Thursday).
- A member of staff will **register each child** upon arrival.

Snacks and Mealtime Responsibilities:

- A **light, healthy snack** will be served between **4:30 pm and 5:00 pm**.
- After eating, children are encouraged to take responsibility for their space by **clearing their own cups and plates** and placing them in the washing-up area. Staff will oversee washing up.

Activities and Play:

Throughout the session, children will have access to a variety of **structured and free-choice activities**, including:

- Creative arts and crafts
- Board games and puzzles
- Outdoor play and sports

- Quiet reading and relaxation areas
- Construction toys and imaginative play

Activities are designed to be engaging, inclusive, and support children’s social, emotional, and physical development.

Toilets and Hygiene:

- Children will **only use the dining hall school toilets** to ensure safety and supervision.

End of Session and Collection:

- Children will help tidy up equipment at the end of the club.
- **Parents are to collect children from the school gates at 4:30pm and 6:00pm** (The gate will be locked for safety during the hours of 3:30 and 6:00pm)

Complaints Procedure

We are committed to providing a high-quality After School Club experience. If a parent has a concern, we encourage them to **speak directly with a member of the After School Club staff** in the first instance to seek a resolution.

If the issue remains unresolved, parents should **contact Melissa Adams, Headteacher**, to discuss their concerns further.

Cancellation of After School Club

The After School Club may be cancelled in the event of:

- **School closure** due to adverse weather conditions
- **Building issues**, such as lack of heating or water supply
- **Unforeseen circumstances** that impact the safe operation of the club

In the event of a cancellation, a member of school staff will endeavour to **contact parents via email and phone by 10:30 am** on the day of closure.

Emergencies

As part of the registration form parents will be asked to complete emergency contact numbers to enable After School Club staff to contact them in the case of emergency.

Parents and carers must ensure that emergency contact details are up to date and notify the school of any changes immediately.

Fire Procedures

In the event of a fire, children and staff will follow the normal Merry Hill School procedures, leaving the building calmly via the closest exit. They will congregate on the school’s playground in a line. The club’s register for the day will be called and all names will be checked.

There will be a fire practice in accordance with the Merry Hill School's emergency fire and evacuation policy

Safety & School Policies

1. Health and Safety:

The Club is run by Merry Hill After School Club and the Health and Safety Policy will be followed. The dining hall area will be checked regularly by staff to ensure the safety of the children.

2. Risk assessment:

A separate risk assessment has been completed for the After School Club sessions and activities.

3. Equal Opportunities:

The After School Club will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. All children and their families will be treated with equal concern and value.

4. Safeguarding:

In accordance with safeguarding arrangements, all staff involved in the running of the After School Club will have current DBS clearance and receive safeguarding training. These records are held in the school office. The After School Club staff will follow policies and procedures for child protection and the code of conduct.

5. Data Protection

All personal data will be processed by Merry Hill Infant School and Nursery in accordance with the Data Protection Act 1998. This data will be used for administrative purposes only, so that the school is able to manage its admissions effectively.

6. Accidents:

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book. The After School Club will follow the school's first aid policy.

7. Medication:

Merry Hill children's medication will be held/administered as per our policy. Ashfield children will need to bring their own inhaler/epi-pen. If a child needs their inhaler/epi-pen then a member of staff will observe that the medication has been taken correctly. Other medication will be administered according to the existing school policy on medication.

Policy Review: This policy will be reviewed and evaluated annually.