



# **Redland After School Club Handbook**

**A Guide for Parents and Carers**

**July 2023**

Brook Street  
Chippenham  
Wiltshire  
SN14 0JE

07498250867 (Club) – Only used during club hours, this phone is not monitored during school hours.

Email: [bc.asc@redland.wilts.sch.uk](mailto:bc.asc@redland.wilts.sch.uk)

## Redland After School Club

Redland After School Club (RASC) was set up in November 2007. It is run to provide a stimulating and safe environment after school for children aged between 4-11 years attending Redland Primary School. The club has the support of Redland Primary School and the School Governors. In addition, RASC is subject to OFSTED inspections and abides by relevant regulations. Our OFSTED Registration Number is 126260.

This handbook gives guidance on the club.

Venue	Redland School
Opening times	Monday-Thursday 3.00pm-5.30pm and Friday 3.00pm to 5.00pm term time only
Cost	2½ hours - £9.00 Monday - Thursday 2 hours - £8.00 Friday £4.00 if picked up before 4pm (prices are reviewed)
Mobile Phone	07498250867 (Club) - Only used during club hours, please note this phone is not monitored during school hours.
Email	bc.asc@redland.wilts.sch.uk
Play Leaders	Annette Peake and Caryl Kay

## Attending the Club

The club is held at Redland Primary School in the Key Stage 2 atrium. It has easy access to toilets, washing and cooking facilities and the playground.

Children in Key Stage 1 are delivered from their classrooms on the day(s) they attend by one of the teachers or TAs. Children from Key Stage 2 are expected to get to the atrium by themselves. It is important that Key Stage 2 children arrive as expected and it is their responsibility to do so.

Please encourage prompt arrival to avoid RASC staff spending unnecessary time searching the school grounds. If last minute changes occur, please be sure to leave a message for the ASC staff.

Children are given a piece of fruit at 3.15pm and at approximately 4.15pm the children are given a light healthy snack and a cookie.

A wide range of planned activities are available including:

Art, craft and modelling (sewing, knitting and pom-pom making)	Construction toys, including Lego and K'nex
Hama beads	Den making
Games	Outdoor games
Puzzles and jigsaws	

## Children's club rules

We want everyone to have fun and require all children to:

- Be kind, polite and helpful
- Never fight or tease
- Follow instructions first time
- Take care of your own and other people's belongings
- Move about safely and quietly
- Not to bring any toy, money, sweets or crisps to the club
- Help tidy up
- Be considerate to each other

## Medication/Allergies/Dietary needs

If your child has any of the above, please include the details on your booking form.

## Pick up arrangements

Children must be picked up on time. If for any reason the registered parent or carer cannot collect their child(ren) they must contact the RASC as soon as possible with details of the alternative arrangements for collection. An alternative person collecting a child(ren) must be a responsible adult aged 18 or over and have ID and a letter of permission signed by you. Alternatively, you can telephone the club on 07977923134 to let them know who will be collecting your child(ren).

## Late Collection

If you are going to be late picking up your child(ren) you must contact the RASC as soon as possible. If you are consistently late, or do not notify accordingly, your child(ren)'s place(s) will be at risk.

## Policies

In accordance with OFSTED standards, the club policies have been set up and will be strictly adhered to. We have policies including:

- Equal Opportunities
- Child Protection
- Health and Safety
- Behaviour and Complaints Procedures

## Staff

All our staff are experienced teaching assistants and go through the DBS Safeguarding check procedure.

## **Feedback and Complaints Procedure**

Any issues of concern should be relayed to a Play Leader or in confidence to the Head teacher.

## **Costings**

The Club is grateful for any donations of toys, games, puzzles, books etc. Fees charged by RASC cover staff costs and food provided, we are non-profit making. Any additional money raised is used to update play equipment.

## **Photographs**

We may occasionally take a photograph of your child(ren) during Club activities. Sometimes photographs will be used within the School or on the school website. Please notify us if you do not wish photographs of your child(ren) to be displayed either in school or on the school website [www.redlandschool.co.uk](http://www.redlandschool.co.uk).

*We hope your child(ren) enjoys attending the club. Please read the attached Terms and Conditions and ensure your child(ren) are aware of them. The T&Cs have been designed to ensure the club is a fun and safe environment for everyone to enjoy.*

## REDLAND AFTER SCHOOL CLUB - TERMS AND CONDITIONS

1. Only children attending Redland Primary School may join the Redland After School Club, and only registered children can attend after completing a booking form.
2. Booking regular places is through a form that is emailed in preparation for the start of Term 1, 3 and 5. Any ad-hoc or extra places must be booked via the afterschool club email or the office.
3. Where possible parents are requested to give at least 24 hours' notice if for any reason their child/children is/are unable to attend the club other than through illness. This is so that Play workers are aware which child/children will not be attending and staffing quotas are correct.  
**You will be liable for payment if 24 hours notice is not given.**
4. Payment is due on a weekly basis and in advance. Payment can be made through Schoolmoney or voucher. We reserve the right to refuse a place for a child/children if we see payments are not being made or are becoming erratic and cause us concerns. We do not want parents to build up arrears which could prove difficult to pay off.
5. If a parent/carers is unable to collect their child/children, the Play Leader must be informed beforehand, as the child/children will not be allowed to leave the premises with persons unknown.
6. The child/children must be collected promptly by 5.30pm (Monday-Thursday)/5.00pm (Friday). If parents/carers are consistently late, then your child/children's place will be at risk.
7. Please familiarise yourself and your child/children with the Club's rules.
8. Children are not allowed to leave the premises unless accompanied by their parents/carers or a Play worker.
9. All donations of equipment and ideas for activities are gratefully received.
10. The Club does not accept responsibility for any money or personal items, which children may bring to the Club. We will make every effort to care for items that a child has needed at school, e.g. musical instruments, if these are given to a Play worker on arrival at the Club.
11. Aggressive or abusive behavior, both physical or verbal, towards children or staff, will not be tolerated. Any abusive or aggressive behavior will be dealt with through the Disciplinary Policy laid down by the school.
12. Exclusion: the Play workers have the right to impose immediate exclusion of a child/children in the case of a sudden serious disciplinary problem. Contact will be made with parents/carers as soon as possible so that the child can be removed from the Club premises as stated in the Club's disciplinary procedure.
13. Children and adults must show respect for and make proper use of all property, equipment and premises whilst attending the Club.
14. Play workers cannot supervise or assist with any homework.
15. The Committee reserves the right to add to and/or alter these terms and conditions, and will notify parents/carers of any changes.