



Sandy Lane
Farnborough
Hampshire
GU14 9ES
01252 666846 / 7

www.guillemont.org.uk

Before & After School Club Policy

| | |
|-------------------------------------|---|
| Policy Reference: | BASC1 |
| Created by: | Leading Teachers – Nicola Fielden & Mags Harrison |
| Responsibility: | Safeguarding Committee |
| Reviewed by: | Governing Body / SST |
| This Review: | March 2010 |
| Next Review Due: | February 2012 |
| Cycle: | Bi-annual |
| Ratified by Full Governing Body on: | March 15 th 2010 |
| Signed: | |
| Mr Clive Norris | Chairman of Governors |

This policy outlines the services that children, parents/carers and the community can expect from our club, and the values that inform our work:

Club Organisation: The Club operates as an extension to the school and is within the responsibilities of the Headteacher and the TLR post holder(s) for Extended Schools. Staff are vetted and employed by the school.

Club times: Before school: 7.50am to 8.30am. After School: 3.25pm to 5.30pm

Our club aims to:

- Provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely.
- Help children to develop responsibility for themselves and their actions and to become competent, confident, independent and co-operative individuals.
- Encourage children to have a positive attitude and respect for both themselves and other people.
- Promote a positive relationship with parents/carers and work in partnership with them to provide high quality play and care for their children.
- Offer inclusive services that are accessible to all children over 5 years of age i.e. over Foundation Stage within the link school community (Guillemont, Parsonage Farm, Pinewood and Southwood Infant Schools).
- Undergo regular monitoring and evaluation of our services to ensure that the Club continues to meet the needs of children and parents/carers.

Our club is committed to meeting the needs of parents and carers by:

- Listening and responding to their views and concerns.
- Keeping them informed of our policies and procedures, including opening times, fees and charges, and programmes of activities.
- Sharing and discussing their child's achievements, experiences, progress and friendships, along with any difficulties that may arise.

Our Club is committed to providing:

- Care and activities that put the needs and safety children first.
- A programme of activities that is interesting, educational, stimulating and fun.
- Activities that promote each child's social, physical, moral and intellectual development.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- A staff team that is CRB cleared, experienced, well trained and properly supported.
- Services that meet the conditions of the Children's Act 2006 and all other relevant childcare legislation, wherever they apply.
- An environment where no child is bullied or suffers discrimination in any form.

For more detail on any of the day to day running of the clubs please see the Guillemont Junior School Policy and Procedure Handbook.