



High 5 After School Club

Overview

High 5 Club is our friendly after-school childcare provision, offering a safe, supportive space for children to relax and have fun at the end of the school day. Based on the school site, the club provides a range of engaging activities including arts and crafts, games, outdoor play, and quiet areas for homework or reading. With caring staff and a welcoming atmosphere, High 5 Club helps children unwind, build friendships, and enjoy a happy finish to their day.

This club is available for children who can not be collected at the end of the normal school day (3.15pm).

Sessions:

Session 1: 3.15pm - 4.15pm (£3 per child)

Session 2: 4.15pm – 5.00pm (£2 per child)

Session 3: 5.00pm - 5.30pm (£1 per child)

If you require childcare until 6pm, please contact us at enquiries@duckmantonprimary.org.uk

Year groups: Available for children in Nursery (N2) to Y6 (Not NEST)

Cost: As above

Parents will be charged a £2 late fee if regular late collection occurs.

Payment: Payment should be made through ParentPay before 3pm on the day. Payment will only be accepted through ParentPay.

Booking: Booking must be made by 3pm at the latest through ParentPay.

On the rare occasion that, due to an unforeseen situation, a parent is unable to book his/her child onto the club before 3pm, the parent must ring the school office to book the child's place. Parents must ensure that they speak to a member of office staff to make this booking – do not leave a message or email/dojo.

Payment must be made immediately after the booking. If a parent starts to regularly abuse this goodwill, attendance at the club will be stopped.

We encourage bookings to not be cancelled, as we have to staff the club according to the number of children attending. Cancelled bookings will not be refunded unless the child is absent from school due to illness.

Debt: Debt is not permitted. Payment must be made at the time of booking.

Information:

High 5 club children will be offered a variety of snacks i.e. sandwich, bagel etc and a drink of juice. Table top activities will be provided and on warmer days the children will be supervised outside.

Food will be provided at 3.30pm and 4.30pm

Staff

| | |
|----------------|-----------------|
| Mrs B Crichton | Play worker/ TA |
| Miss L Peachey | Play Worker |

All staff are already employed by the school in other roles and are therefore DBS checked and have received appropriate training. The ratio of staff to children is in line with Government recommendations.

A High 5 club register of attendance will be taken daily.

Safeguarding

High 5 Club is subject to all the same regulations, processes and procedures as described in the school's Safeguarding Policy and in all associated health and safety, employment, and child protection policies.

Staffing is organised based on government recommendations and the needs of the children.

There will always be 2 members of staff on site. These staff will lock up and leave site together at the end of the session.

There will always be one member of staff supervising High 5 club.

Staff to child ratio's reflect those detailed in the Early Years Framework for children in Nursery and Reception.

Nursery – 1:8

Reception – 1:30

Staff are paediatric first aid trained.

The High 5 Club is also subject to all relevant Risk Assessments.

A member of staff will collect all of the children registered for High 5 Club 5 at 3.10pm and supervise them to the community room.

Training

At least one member of High 5 Staff will be trained in paediatric first aid. A trained member of staff will always be on site.

Special Educational Needs and Disabilities

We are an inclusive school that aims to meet the needs all children with special education needs and disabilities.

To ensure that children receive the support that they need, we ask that parents of children with SEND inform us as soon as possible if their child will be attending High 5 club. This is to enable us to secure additional staffing, if required for their child.

Fees and Payment

Please see the details above for charges. All debts must be paid in cash by the end of each week. Children will be refused admission if debts are not cleared.

Policies and Procedures

School Policies relevant to High 5 club include Equal Opportunities, Health and Safety, and Food.

Complaints Procedure

Our complaints policy can be found on the school website or please contact

enquiries@duckmantonprimary.org.uk

Behaviour

The High 5 club is subject to the same policies, procures and expectations that apply to the school as demonstrated through the school's Behaviour Policy.

The following additional points should be noted however:

- The school behaviour policy and procedures will be applied in the same way as elsewhere in school.
- Red cards / Red alerts will be logged on Arbor
- If your child receives a red card, parents will be contacted by a member of the SLT.
- Red cards will be monitored. Children receiving 2 or more red cards during a half term period may be stopped from attending for a period of time.

Dietary Requirements

Parents should ensure that staff are aware of any allergy and dietary information for their child. This information is stored on our Management Information System (Arbor) and shared with staff. Parents should ensure that the school office is made aware of any updates or changes to this information immediately by emailing

enquiries@duckmantonprimary.org.uk

Staff Absence

Staff must inform the Headteacher of any absence so cover can be arranged.

