

James Bateman Junior High School



The **BASE**

What is the purpose of this policy?

The purpose of this policy is to describe how the school delivers an After School Club facility which is affordable, sustainable and of quality.

What are the key principles that underpin the management and organisation of the After School Club?

We wish to ensure that the children of our school are provided with supervised activities in a safe and stimulating environment. In our out of school club we value the opportunity for our pupils to develop their personal, emotional, social and intellectual capabilities. Children are consulted on their preference for activities.

Who is responsible for the day to day running of the club?

Mr Daniel Bowers

Which children attend?

Any child can make an application to attend. There are limited spaces per session depending on activity.

How are parents and carers involved?

Information is shared in a variety of ways: basic written information about admissions and hours, a regular newsletter, details of policies and procedures, contact information and activities. Notice boards and the school website hold ongoing information about forthcoming events. We intend to consult parents and carers on a regular basis to ensure quality of service and to hear views and comments. Staff treat parental concerns with discretion and confidentiality. Special arrangements are in place for sharing information on those children identified as "children in need".

Contact details

Please can parents/carers make sure there is at least two forms of contact details so that a member of your family can be contacted regarding any issues.

Opening hours - Opening hours are from 3.30 pm till 5:45 pm (18:00 at the very latest)

Please take into consideration that the staff have been at the school since 9:00am.

Prices - As of the 1st September 2026 the standard rate is (please see pricing structure)

Parents must ensure that payment is available to be collected by our finance officer every Friday - each time your child attends. Failure to comply with this will result in your child

not being able to attend The BASE until all payments have been paid. Failure to make a payment on time will result in a penalty charge. The charges are as follows: first late payment is £2, second is £3, third is £4, fourth is £5 and the fifth is £10

What activities can we offer?

Furniture, equipment and toys are provided for a range of activities. These include art, cooking, sports and games, board games and puzzles, music, ICT, video games and help with homework. We also take advantage of the outside tyre park, gym and astro turf in the summer. The age of children is considered so that activities are appropriate. Equipment conforms to British Safety Standards.

How do we safeguard the health and safety of everyone at the club?

The protection and safeguarding of the child is the first priority. At least one member of staff must hold a current First Aid certificate: This is currently Mr Bowers. The administration of medicines is carried out only under advice and according to school policy. A First Aid box is clearly identifiable and accessible. The registered person takes steps to promote safety and ensures precautions are taken to prevent accidents and procedures are in place for recording incidents in their eventuality. Actions are taken to minimise risks, and the premises are kept clean.

Staff are trained in Child Protection procedures and follow these by handling concerns and allegations discreetly and sensitively and will pass information to the member of staff responsible for this who at the time of writing is Mrs Baggaley, Assistant Head. The staff at The BASE already work closely with the children, know them and are therefore in a position to notice changes.

Children are secure and safe on the premises and children are not able to leave them unsupervised. Children are supervised at all times, the definition of supervision being within sight or hearing of a member of staff. Procedures are in place for emergency evacuation in the event of a fire and fire drills are carried out regularly. Access to the premises is controlled.

Are the children provided with food and drink?

Children are provided with a drink, prepared on the premises by staff. Fresh drinking water is available to children at all times. You are more than welcome to send your child to the BASE with their own healthy snack from home if you wish.

What is our policy on behaviour?

Staff are confident in managing a wide range of children's behaviour including those more challenging children. Our team utilise a range of strategies to reinforce good behaviour and to quell the less positive. The expectation will be that children will behave well or certain sanctions will be employed. The environment and setting is such that good behaviour is encouraged and any negative behaviour is handled consistently and appropriately.

When was this policy written and when will it be reviewed?

This policy was written September 2017 was reviewed September 2025 and will be reviewed in September 2026

Pricing Structure

3:30 pm to 4:30 pm £4

3:30 pm to 5:00 pm £6

3:30 pm to 5:30 pm £7

3:30 pm to 5:45 pm £7.50

3:30 pm to 6:00 pm £12.50

There will be a £5 penalty charge for every 5 minutes that your child stays past 6:00pm

Emergency Contact number: 07927 912254

This is to certify I have read the policy and understand what it asks of the staff and myself.

Signed: _____

Date: _____