



Molescroft Primary School
**Crofty's Afternoon Tea Club,
Policy and Procedures**

Written: August 2012, Reviewed August 2014, November 2017

**The Governing Body of Molescroft Primary School first adopted this policy
Autumn 2012**

1. INTRODUCTION

Crofty's Afternoon Tea Club opened in September 2012. After a consultation period considerable interest was shown in the venture and from consultations a clear need demonstrated. Only children attending Molescroft Primary School can attend the Club.

2. AIMS AND OBJECTIVES

To provide an Afternoon Tea Club which supports working families by providing a safe, healthy, creative and useful environment for pupils from 3:30pm to 5:15pm on school days.

The club will:

- Be well used and valued by child and adult clients.
- Impose no extra burden on the smooth running of the day

The club is not providing the same service as full private pre/post school provision. The school is not competing with the full range of activities that these providers arrange. Also note the Afternoon Tea Club is only open on school days.

3. ANTI - DISCRIMINATION

The club is subject to the same policies and procedures that apply to the school's Race and Equality Policy. It is subject to the same procedures regarding the reporting of any incidents which are discriminatory in any manner, based on Race, Nationality, Gender, Disability or Sexual Orientation.

Most importantly:

- All staff, teaching and non-teaching, should be vigilant in class and in the playground at all times, in order that discriminatory behaviour does not go undetected
- All staff should investigate any allegations of discrimination and take the child's concerns seriously. Discriminatory attitudes must be challenged
- All staff should take action as soon as possible and ensure that all interaction is carried out privately, i.e. away from the group
- Staff should remain calm and take time to listen impartially to all involved
- Staff should avoid labelling pupils such as 'racist' and 'victim' – after an incident both pupils may need support to rebuild or reinforce self image and esteem



Molescroft Primary School
**Crofty's Afternoon Tea Club,
Policy and Procedures**

Written: August 2012, Reviewed August 2014, November 2017

- All reports of discriminatory incidences must be recorded and a note made of any action taken. The school will invoke sanctions as detailed in the Good Behaviour Policy
- Information relating to all incidences of discriminatory behaviour will be forwarded to the local education authority on a termly basis. This data will be used for analysis.

4. STAFFING

Staffing will include a Tea Club Supervisor, a minimum of two Teaching Assistants appointed as staff of the Afternoon tea Club. There will be at least one first aider among the staff. Responsibility lies with the Tea Club Supervisor but ultimate responsibility rests with the Head Teacher and his Assistant Head Teachers

Maximum adult/pupil ratio is 1: 15

5. THE ROLE OF THE HEAD TEACHER

The Head Teacher is ultimately responsible, though the assistant Head Teachers may act on his behalf.

It is not expected that a member of the Senior Management Team is on site whilst the club is in operation, though usually this is the case.

6. BEHAVIOUR

The Club is subject to the same policies, procedures and expectations that apply to the school as demonstrated through the school's Good Behaviour Policy.

The same rules / expectations and procedures apply that are the basis of the School's Good Behaviour Policy.

The following additional points should be noted however:

- Attendance is not a statutory requirement and no extra support can be provided by the school for individuals. It may be possible however to access support funding if required.
- Pupils who significantly misbehave will be, after one written warning, removed from the register and payment reimbursed.

7. RESERVING PLACES and PAYMENT

To attend the club, Parent/Carers need to reserve and pay for places in advance in termly blocks. Sessions run from 3:30pm to 5:15pm. Money is not refundable for absence due to illness or other family commitments.



Molescroft Primary School
**Crofty's Afternoon Tea Club,
Policy and Procedures**

Written: August 2012, Reviewed August 2014, November 2017

- Money is refundable however for reasons caused by the school e.g. school closure, Residential Visits.
- Parents may signify a booked holiday when reserving places and adjust payments accordingly at the point of payment.
- Parents may reserve places every day of every week or for a specific combination e.g. every Monday or every Wednesday etc.
- Places are limited, though depending on demand, provision could expand in the future.
- Price is set annually and PAYABLE ONE TERM, HALF TERM, MONTHLY OR WEEKLY IN ADVANCE.
- The club is unable to take incidental one off bookings or payment at the door.
- Parents may contact the F.I.S.H. Helpline for advice on reclaiming costs back via Working Families Tax Credit. Tel: 396469

8. ORGANISATIONAL PROCEDURES

In summary the arrangements are as follows:

- The school office will set up the daily register so that Club staff are secure in the knowledge of which children should be attending.
- Parent/Carers are responsible for ensuring the safe collection of children at the club. Parents/Carers must indicate in writing if older children are to be allowed to walk home alone at a certain time.
- Collection is from the Y1 entrance door via the Y1/Y5/Y6 path off St Leonard's Road NOT through the car park or main doors. There is a remote bell.
- All children attending must register at 3:30pm with the club, before attending any other in house activity. Staff in FY/Y1/Y2 must deliver children to the club.
- Pupils attending other after school activities must report back to the Afternoon Tea Club. FY/KS1 children must be taken back by the staff leading the after school activity. The only exception would be where an after school activity finishes after 5:15pm e.g. Theatre Club / Tennis / Gymnastics.
- Children will enter leaving belongings in the Yellow/Blue cloakroom.
- Pupils will have access to the Y1/5/Y6 toilets.
- Parents/Carers may collect at any time up to 5:15pm
- Regular late collection will not be accepted. After a written warning, continued late collection will result in a place being withdrawn and payment returned.
- A member of staff must stay on site with a child until collected. The member of staff will be paid for this. As the building is closed at 6pm, if it appears collection could be beyond this time, other named adults (pupil data file) must be contacted to arrange collection.
- Afternoon Tea will be served buffet style to include one of the following :
 - A range of sandwiches, Toast, Crumpets, Wraps
 - A range of Fruit, Cakes, Yoghurt
 - On some occasions 'specials' may be offered
 - Water, Milk or fruit juice will also be available



Molescroft Primary School
**Crofty's Afternoon Tea Club,
Policy and Procedures**

Written: August 2012, Reviewed August 2014, November 2017

- The food will be prepared in the school kitchen and delivered to the Pupil Kitchen.
- The Club will be based in the new ICT suite/library / Atrium / Friends' Garden.
- The club will also have access to the Hall / Field / Adventure Playground and Playgrounds but only when other after school activities are not using them.
- The computers can be made available to the pupils.
- Space will be available for pupils wishing to read and/or complete homework.
- TV may be provided but not as a constant.
- The Afternoon Tea Club will have its own storage area in the Central Store and it's own table games and other equipment.
- Activities provided should be varied over time and specifically organised by the staff. This may include a period of free choice, from within a range of options.
- The activities will be varied and well-conceived. They will recognise that this is not lesson time, but is within school. Outdoor activities or those in the hall must be planned specifically.
- Activities could include for example:
 - table games
 - craft activities
 - puppet making
 - model making
 - knitting
 - art activities
 - sporting activities
 - seasonal activities e.g. around Christmas / Easter / Mother's Day
 - music
 - story time

9. UNRESERVED ATTENDANCE

If a child arrives at the club without prepayment, the child will be accepted for one session. A Supervisor will report this to the Head Teacher who will contact parents directly. Should there be a repetition; a report will be made to Social Services as the parents are neglecting to care appropriately for the child.

10. DIETARY REQUIREMENTS

Staff must make themselves aware of any pupils with special dietary requirements including allergies. These are displayed clearly in the Kitchen.

Future dietary requirements will be addressed as they arise through the school's procedures for dealing with medical requirements.

11. STAFF ABSENCE



Molescroft Primary School
**Crofty's Afternoon Tea Club,
Policy and Procedures**

Written: August 2012, Reviewed August 2014, November 2017

Staff must inform the school office of absence. The school office will arrange for extra cover from a supply list should the adult: pupil ratio to breach the 1:15 ratio. There must be a minimum of two staff present.

12. SAFEGUARDING

The Afternoon Tea 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.

The Afternoon Tea Club is also subject to all relevant Risk Assessments displayed in the rooms including 'Out of School Clubs' and Outside. There is an additional Afternoon Tea Club specific Risk Assessment.

Fire practice will be held on a termly basis. The assembly point is at Meeting Point B on the North Playground.