JOLESFIELD CHURCH OF ENGLAND PRIMARY SCHOOL

JASZ Club Policy

Effective: October 2025

Introduction

The JASZ Club is run by Jolesfield Church of England Primary School and exists to provide high quality out-of-school hours childcare for parents/carers. It encourages, supports and provides a range of stimulating, play-based or creative activities in a safe environment. The club operates from 7.30am to 8.50am and 3.20pm to 6pm (term time only). In order to support parents, who may not wish for their child to remain for the duration, these timings are split into two sessions, morning and afternoon:

am 7:30 - 8:15 & 8:15 - 8:40

pm 3:20 (3:15 EYFS) - 5:00 & 5:00 - 6:00

Breakfast is served during the earlier session 7:30 - 8:40am. Any child arriving before 8:15am will be charged for both sessions. Parents/carers are welcome, if they wish, to provide a snack for their child to eat at the after-school club. We politely ask that no sweets/chocolate bars, nuts be included.

We also kindly ask you to collect your child by no later than 6.00pm on the days you use the Club - failure to do so will, unfortunately, result in a 'late' fine of £10.00 being incurred for every subsequent 15 minutes.

Copies of the JASZ club policy are given to parents/ carers of children attending the club and are also available on request and on the school's website. All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the club policy.

Admissions

- Only children attending Jolesfield CE Primary School are eligible to attend JASZ club.
- All places are subject to availability.
- A registration form must be completed prior to the child's commencement at the club, containing information about the child's date of birth, address, contact details and persons who may collect the child. Parents/ carers have responsibility for informing JASZ of any change of details.
- A first aid consent form must be completed prior to the child commencing.
- Parents/ carers are made aware of how to access policies and procedures.
- Infrequent users are welcomed provided there is space, but these require payment at time of booking.
- All JASZ club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register as soon as a child arrives.
- With 7 days notice, parents of regular users can request a change of days and sessions. This request can be made verbally, in writing by text message or by the phone. Every effort will be made to accommodate this. However, full payment is required for the cancellation of any regular sessions.
- If the use of before and/or after-school provision is no longer required, seven days notice should be given in writing

Arrival

In the morning, children must be walked by a parent/guardian into Jasz Club and 'handed over' to a member of staff, who will ensure the child's presence is marked in the register. For safety reasons,

children are not to be left outside, with the assumption, that they will make their own way into the facility.

After school, children in Years R and yr1 are collected by JASZ staff from their classroom door and escorted to the club. Children in Years 2,3,4,5 and 6 make their own way from their classroom to the JASZ club where a member of staff will be waiting.

Departure

When a child is collected at the end of, or during, a session, they must be signed out by the adult collecting and the time recorded. Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date. In line with the normal school policy, children will not be handed over to anyone under the age of 16.

Security

Access to the club is through the playground side gate. This is padlocked and the code only shared with parents/ carers who are collecting from the club. The code for the padlock must not be shared with other third parties or with children.

If children are on the playground or field the area is secured. Children are supervised in all areas of the school.

If parents/ carers nominate another adult to collect their child they must inform the club manager in advance. Children will not be released to persons under 16 years of age or persons we have not been informed about.

Behaviour

Whilst attending JASZ club children are expected to keep the school rules and demonstrate:

- kindness
- thankfulness
- positivity
- respect
- teamwork

Any challenging behaviour will be addressed in a calm, firm and positive manner. In the first instance, if necessary, the child will be temporarily removed from the activity. JASZ club staff will explain why the behaviour displayed is deemed inappropriate. JASZ club staff will encourage and facilitate mediation between children to try and resolve conflicts through discussion and negotiation. Staff will consult with parents/ carers to formulate clear strategies for dealing with persistent inappropriate behaviour. The Headteacher will also be informed.

If after consultation with parents/ carers the implementation of behaviour management strategies, a child still continues to display inappropriate behaviour, JASZ club may, in consultation with the Headteacher, decide to exclude the child. The reasons and processes involved will be clearly explained to the child and the parent/ carer.

If a child has an Individual Behaviour Plan it will be agreed with parents/ carers whether or not this will be implemented at JASZ club and shared with staff as appropriate.

First Aid

All accidents will be recorded in the accident book, accurately reported to the parent/ carer and signed by a member of JASZ club staff. If the child is not being collected by their parent/ carer (because another named person is collecting them) then their parent/ carer should be informed by telephone, in advance.

At least one member of staff with suitable first aid training is on site whilst Jasz Club is operational. In addition, a designated safeguarding lead is always contactable.

The accident record must give details of: date, time and nature of the accident. Details of child/ren involved, type and location of injury. Parents/ carers of any child who becomes unwell during the club will be contacted immediately. If a child is sent home unwell during school hours, parents are responsible for informing JASZ club that their child will not be attending the session.

Missing or uncollected children

In the unlikely event that a child should go missing the following procedure will be undertaken: The Headteacher or in his absence the Deputy Headteacher will be informed of the missing child. The JASZ club manager will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be called.

If a child is not collected by 6.00pm, parents/ carers will be contacted in the first instance by telephone. Emergency contacts will be contacted in the second instance.

If a child is collected late (after 6.00pm) parent's / carers will initially receive a warning letter. Subsequent late pick up will incur a penalty charge of £10 every 15 minutes after 6.00pm. The police and Children's Social Care will be contacted if children are still on school premises after 7.00pm. If a child is persistently collected late, their access to Jacz Club may be ended.

Payment of fees

It is a requirement of JASZ club that parents/ carers pay their fees promptly following receipt of their invoice. If a parent/ carer is expecting difficulty with payment of their fees, they should contact the School Business Manager, in confidence, as soon as possible. It is possible to pay fees by standing order, childcare vouchers or BACS payment. Fees are reviewed annually.

In exceptional circumstances, the Headteacher reserves the right at their discretion to terminate places at JASZ club. In this event, notice would be given in writing with seven days notice.

Procedure for payment of fees

Invoices will be issued on the 3rd of each month for the preceding month. At their discretion, the Headteacher reserves the right to request the payment of fees in advance for individual families for children to use the provision.

Invoices should be paid within 7 days of the date of receipt. All payments should be given to the JASZ club manager or the School Business Manager. Acknowledgement of payments will be signed and dated on the invoice when paid.

Staff

The club operates on approximately a 1:10 ratio but this is decided by the Headteacher and Jasz club manager, depending on the age and stage of the children attending. A minimum of two Jasz Club staff are present at all sessions. However, on occasions, for example, in the event of sudden illness, the Headteacher may complete a dynamic risk assessment and agree for the club to continue with less than two members of staff present. This decision would depend upon the number and age of the children planned to attend, the duration, plus, whether there are teaching staff on site. In very exceptional circumstances, it may become necessary to cancel the provision.

All JASZ club staff have DBS checks, receive regular safeguarding training and the appropriate level of experience, skills and ability to carry out their role.

Safeguarding and Child Protection

If you have any concern that a child is being harmed or at risk of harm or you receive a disclosure (intentionally or unintentionally) please do not hesitate to contact the Designated Safeguarding Leads. Details can be found on the website. If you require a copy of the Safeguarding and child protection policy please make a request at the school office.

Parental concerns and Feedback

Occasionally parents/ carers may have a concern they wish to communicate. Please do this by contacting the JASZ club manager by telephone on 07743557469, letter or email. The manager will arrange an appointment to discuss your concerns. Occasionally parents/ carers may feel a matter has not been fully resolved and in this instance, the guidance in the school's complaints policy should be followed

Contact details

Office hours: 8.30am to 4.30pm (after hours contact must be via the JASZ club phone) School telephone: 01403 710546

Jasz Club mobile number: 07743557469

Email : vcatterall@jolesfieldschool.co.uk

Please email Vicki Catterall or the school office if you are interested in using the breakfast/after-school club so we can send you a registration pack.