



After school club timetable

ASC staffing: Miss Maher (trained DSL), Mrs Dale (trained DSL), Mrs Roach, Mrs Rozee-Johnson
SLT link: Mrs Kirman (DSL)

	Time	Activity	Description
Activity timetable and adult responsibilities	Description of adjustment made due to Covid restrictions		
	14:45 leave for 15:00 collection	Manor Field collection and supervision	Staff from St Mary's go to collect children from Manor Field Infant school <i>Wearing mask or visor</i>
	15:00	After-school club begins	<i>Staff collecting from Manor Field oversee our 'Manor Field bubble.'</i> <i>A further member of staff oversees 'St Mary's bubbles', which are also in Year group bubbles.</i> <i>Staff wear masks or visors in ASC.</i>
	15:00 – 15:30	Snack	ASC children are provided with a healthy snack and drink. Children may choose to bring a snack from home (no nuts please). <i>Mask/visor and gloves are worn for food preparation.</i>
	15:30 – 16:00	Outdoor play	<i>In bubbles with responsible adult.</i>
	16:00 – 16:30	Curriculum	The ASC participate in activities which further enhance the school's curriculum topic each week. These are planned by ASC staff, using the NC outcomes and whole-school medium-term planning. <i>In bubbles with responsible adult</i> <i>Children have been provided with individual, named resource packs.</i>
	16:30 – 16:50	Homework/ free play	Children may make a start on homework, and will receive adult support with homework if required. <i>In bubbles with responsible adult</i> <i>Children have been provided with individual, named resource packs.</i>
	16:50 – 17:00	Tidying	All adults and children (children to tidy away personal belongings) <i>In bubbles with responsible adult</i>



After school club expectations and procedures

Adult's expectations

- All Staff are expected to perform their specific job role within the club and to support all activities.
- All Staff to engage with all children **in their specific school bubble and wearing visors.**
- **Staff must wear gloves when preparing snack and cleaning tables.**
- Staff follow all school safeguarding and behaviour procedures and policies.

Behaviour expectations (see further information on following pages)

- Pupils to sit **in year group 'bubbles'** (unless discussed with SLT)
- **Children must hand sanitise before entering the hall and at snack time and before they leave after school club.**
- All behaviour procedures to be exercised appropriately during after school club at all times, including time out or parent communication where appropriate. Where behaviour is ongoing, inform class teacher and SLT in order to gain necessary support to rectify.
- When the children are ready then the adults can introduce the topic.
- Children to tidy their own personal belongings before leaving the club to go home.
- Children are responsible to keep the table tray tidy at all times.
- **All classes must stay in their year class bubbles, not moving around the hall.**
- **Staff must stay with Manor field if they have collected them and the other staff member to stay with St Mary's ASC children.**
- **All children to use their own equipment- pencil cases have been named and provided.**
- **Ensure plenty of outdoor play, minimizing contact with other bubbles. Children should play within their bubble group and using the bubble's own play equipment.**



ASC behaviour expectations and procedures

**Please see behaviour appendices in handbook*

GOLDEN RULES	VISIBLE CONSISTENCIES
<p>In St Mary's after school club we are...</p> <ol style="list-style-type: none"> 1. Ready to learn 2. Respectful 3. Safe <p>Practice with after school club children, to see what this means within their time at the club.</p>	<ol style="list-style-type: none"> 1. 30 second check in (visual display or verbal reminder) 2. 5 4 3- Stop 2- Look 1- Listen 3. Greeting at the door at the beginning of the ASC. 4. Walking on the left of the hall to get to year group tables. 5. Wait for 100 % .
Above and Beyond and House Points	SANCTIONS
<p>Above and Beyond and House Points</p> <p>Adults to daily praise students at the club for their positive behaviour relating to school's rules for above and beyond. (Children should be told specifically, what they are receiving house points for.)</p> <ol style="list-style-type: none"> 1. Positive behaviours will be reported to teachers and house points to be added to their sheets. 2. House points given out for achievements which include efforts made. 3. Staff at the club to let parents know of house points being given at the end of club. 	<p>First reminder</p> <p>30sec 1:1 following the script: Give a private 2nd verbal reminder of the Golden Rule you expect to see through micro-script.</p> <ol style="list-style-type: none"> 1. <u>ANCHOR</u> - "Do you remember ... 2. <u>REMINDER OF EXPECTATIONS</u> - "I expect 3. <u>CLOSE</u> - "Thank you." 4. If behavior is not corrected, then 'Time-out' for reflection and a further opportunity to correct behavior. 5. A Consequence will be given at ASC if behaviour hasn't improved. <p>If behaviour persists, follow up with a suitable consequence: time out in the hall, no longer than 10 min. SLT to be informed if involving verbal or physical. Inform parents of sanctions taken. SLT must be informed of any homophobic or racist behaviour. See NCC Guidance for Supporting Positive Behaviour during Covid-19.</p> <p>If further support is needed, call for SLT support. PSP (Pastoral Support Plan) to be implemented if undesirable behaviour is reoccurring. Parents must be informed of ongoing behaviour before a PSP can be issued. Children may not be permitted to attend if behaviour is significant or does not improve.</p>



St Mary's Church of England Junior School

- **We walk on the left**, making eye contact when ten steps away and speaking at two steps away.
- Children are met by ASC adult with a **greeting** every afternoon.
- Adults consistently use **signals for silence**, such as: a hand in the air and wait; a clapped rhythm; standing silently.
- Adults consistently use strategies to get student's attention: 30 s check in; 5,4,3,2,1 countdown; Wait for 100%.
- The first **behaviours drawn** attention to by adults are always positive.
- The **Golden Rules** of ('*We are ready to learn,*' '*We are respectful,*' '*We are safe*') are displayed clearly for all to see.
- **Praise boards** are used to reinforce above and beyond behaviours within the Golden Rules. Adults at the club to inform teachers when positive behaviour is recognised.

- Ensure learning activities **meet the needs** of all children.
- Children are **seated/grouped** to maximise behaviours in ASC.
- **Position** yourself around the room, within specific bubble group.
- **SELECTIVELY ignore** low-level behaviours which are intended to gain your attention.
- **Praise the majority** for specific above and beyond behaviours.
- Use **silent gestures** such as eye-contact, touch the child's table, remove 'fiddles.'
- De-escalate through **distraction**.
- **Verbal reminder** to individual child, of the Golden Rule you expect to see.

- Give a **private 2nd verbal reminder** of the Golden Rule you expect to see through **micro-script...**
- ...**ANCHOR** - "**Do you remember** this morning, when I praised you for working hard in English. You were quiet and focused on your learning."
- ...**REMINDER OF EXPECTATIONS** - "**I expect** you to work and listen to the rules in the same way as you would in class time. Focused and working quietly on your learning because at St Mary's, we are always ready to learn."
- ...**CLOSE** - "**Thank you.**" Walk away and give the child time to choose the correct behaviour (eg. 30 sec to get back to work).
- If behaviour is not corrected, give the child a '**Time-out**' (in the hall) for reflection and a further opportunity to correct behaviour. **Children may NOT have timeout in another place in the school.**
- Call SLT with post it note with only the room where additional support is needed (eg After school club)
- Speak to parents when they collect their children.

*Raising aspirations and a love for learning through
courage, resilience, positive relationships and God's love.*