



## After school club expectations and procedures

After school club Curriculum			
Day	Time	Whole-school theme	Adult leading
13 <sup>th</sup> September-18 <sup>th</sup> October 2021	16:00-16:30	<b><i>Courage</i></b>	All Adults
1 <sup>st</sup> November- 13 <sup>th</sup> December 2021	16:00-16:30	<b><i>Resilience</i></b>	All Adults
6 <sup>th</sup> January- 21 <sup>st</sup> February 2021	16:00-16:30	<b><i>Raising Aspirations</i></b>	All Adults
28 <sup>th</sup> February- 28 <sup>th</sup> March 2021	16:00-16:30	<b><i>God's Love</i></b>	All Adults
19 <sup>th</sup> April-13 <sup>th</sup> June 2021	16:00-16:30	<b><i>Love for Learning</i></b>	All Adults
20 <sup>th</sup> June-18 <sup>th</sup> July 2021	16:00-16:30	<b><i>Positive Relationships</i></b>	All Adults

### ***Adult's expectations***

- All staff are expected to perform their specific job roles within the club and to support all activities.
- All Staff to engage with all children and encourage finishing work etc.
- Staff to follow all school safeguarding and behaviour procedures and policies.

### ***Behaviour expectations***

- Pupils to sit together but keeping a safe distance (unless discussed with SLT)
- Children must hand sanitise before going to the art area 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 keep a safe distance as much as possible.
- All children to use their own equipment - pencil cases have been named and provided.
- Ensure plenty of outdoor play, minimising contact by keeping a safe distance. Children should play together, but ensure that they are following a safe plan and using equipment safely.



## Staff Roles and Responsibilities

Activity timetable and adult responsibilities	Time	Activity	Monday	Tuesday	Wednesday	Thursday	Friday
	14:45 leave for 15:00 collection	Manor field collection and supervision	Miss Shreeve	Miss Maher	Miss Shreeve	Miss Maher	Miss Shreeve
	14:45 for 15:00 start	Hall set-up and St Mary's supervision	Mrs Dale	Mrs Dale	Miss Maher	Miss Rozee-Johnson	Miss Maher
	15:00 – 15:30	Snack	Mrs Dale	Miss Maher	Miss Shreeve	Miss Rozee-Johnson	Miss Maher
	15:30 – 16:00	Outdoor play	Playing Together ( Keeping Safe Distance)				
	16:00 – 16:30	Curriculum	Work together				
	16:30 – 16:50	Homework/ free play	Work together				
	16:50 – 17:00	Tidying	All adults and children (children to tidy away personal belongings)				



# ASC behaviour expectations and procedures

*\*Please see behaviour appendices*

<u>GOLDEN RULES</u>	<u>VISIBLE CONSISTENCIES</u>
<p>In St Mary's after school club we are...</p> <ol style="list-style-type: none"> <li>1. Ready to learn</li> <li>2. Respectful</li> <li>3. Safe</li> </ol> <p>Practice with after school club children, to see what will look like during their time at the club.</p>	<ol style="list-style-type: none"> <li>1. 30 second check in (visual display or verbal reminder)</li> <li>2. 5 4 3- Stop 2- Look 1. Listen</li> <li>3. Greeting at the door at the beginning of the ASC.</li> <li>4. Using one way system down the corridor.</li> <li>5. Wait for 100 % .</li> </ol>
<u>Above and Beyond and House Points</u>	<u>SANCTIONS</u>
<p>Above and Beyond and House Points</p> <ol style="list-style-type: none"> <li>1. Adults to daily praise students at the club for their positive behaviour relating to school's rules for above and beyond. (House Points to be given out to the Children to be told what they are getting them for specifically.)</li> <li>2. <b>Positive behaviours will be reported to teachers and house points to be added to their sheets.</b></li> <li>3. House points given out for academic achievements.</li> <li>4. Staff at the club to let parents know of house points being given at the end of club.</li> </ol>	<p>First reminder</p> <p>30sec 1:1</p> <p>Give a private 2nd verbal reminder of the Golden Rule you expect to see through micro-script.</p> <ol style="list-style-type: none"> <li>1. <u>ANCHOR</u> - "Do you remember ...</li> <li>2. <u>REMINDER OF EXPECTATIONS</u> - "I expect</li> <li>3. <u>CLOSE</u> - "Thank you."</li> <li>4. If behavior is not corrected, then 'Time-out' for reflection and a further opportunity to correct behavior.</li> <li>5. A Consequence will be given at ASC if behaviour hasn't improved.</li> </ol> <p>If behaviour persists, follow up with a suitable consequence: time out in the hall if severe time out in no longer than 10 min, if involving verbal or physical. Phone call home to inform parents of sanctions taken and for parents to collect them. <b>SLT must be informed of any homophobic or racist behaviour. See NCC Guidance for Supporting Positive Behaviour during Covid-19.</b></p> <p>If further support is needed, call for SLT support.</p> <p>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.</p>



## St Mary's Church of England Junior Academy

- **We walk on the left** going to the Art area and keeping a safe distance, 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.
- **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.*