

APPROVED

Red Hill C of E Primary School



POLICY FOR ADMISSIONS TO THE SCHOOL RELAX & PLAY (RAP) CLUB

Amendment History:

| Date | Issue | Status | Reason for Amendment | Person Responsible |
|------------------|--------------|-----------------------------|---|--------------------------------|
| 24 November 2013 | 0.1 | Issued for consultation | Written specifically for Red Hill; format / structure | Cath Wood / Spencer Morris |
| 27 November 2013 | 1 | Approved by FGB for release | Written specifically for Red Hill; format / structure | Cath Wood / Spencer Morris |
| 16 March 2016 | 2 | Approved by FGB for release | Written specifically for Red Hill; format / structure | RAP Club Manager / Headteacher |
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1. Introduction

- 1.1 This policy defines the criteria required for admission and operation of the Relax and Play (RAP) Club at Red Hill C of E Primary School.

2. Admissions, Eligibility and Needs

- 2.1 Allocation of places at Red Hill C of E Primary School will be made by the Local Authority (LA) according to their policy on admissions. These are:

- Catchment area of pupils;
- Out of area pupils with siblings already attending the school;
- Families with specific defined reasons;
- Shortest direct distance from school.

- 2.2 Children may be admitted to the RAP Club providing they have been formally offered a place and they have started attending Red Hill C of E Primary School.

- 2.3 Children are eligible to use the RAP Club facility from the Reception Year through to Year 6, providing they remain on the school's register.

- 2.4 Children may use the RAP Club facility irrespective of needs, providing the facility can reasonably meet those needs. The ultimate decision if this is appropriate will be made on a case by case basis by the Headteacher.

3. Payment

- 3.1 Parents / carers of regular attendees of the RAP Club will be charged on a half-termly basis. Any ad-hoc sessions must be paid for before attending the session in question, to be paid in cash, and a receipt provided.

- 3.2 All correspondence regarding payments and related sessions must be communicated via the school office.

4. Administration

- 4.1 Contact details, including medical needs of club users must be completed by a parent / carer before using the facility. A qualified First Aid trained staff member will be available at every session.

- 4.2 Parents / carers are required to sign in / out their child / children respectively to morning / afternoon sessions. Notification of a different person to collect their child / children must be given to a RAP Club member of staff prior to their collection.

5. Staffing

- 5.1 A maximum of 24 children may use the RAP Club facility during any one session, with a ratio of 1 adult per eight children being enforced (also for Reception children).

6. Opening Hours and Charges

- 6.1 The RAP Club operates during term time only, from 7:40 am – 8:40 am each morning and from 3:15 pm to 5:30 pm each afternoon, Monday to Thursday inclusive. RAP Club is not open on teacher training days. Children may be dropped off / collected at any time during the session, but must be collected by 5:30pm at the latest.
- 6.2 If parents / carers are running late when collecting their child / children, they must contact the RAP Club directly on: **01905 763180** to inform a RAP Club member of staff. Any unnotified late collections after 5:30 pm will incur an additional charge. These charges have been set deliberately high to deter lateness as it is unfair on staff running the club. Late collection fees are £30, which cover the cost of staff. For persistent late collections, notified or not, the child's place at RAP Club will be forfeited.

7. Routines

- 7.1 The RAP club is situated opposite the school library, and has its own access doors. You are able to use the school car park for drop off and collections, but please be aware of staff using the car park at the same time. RAP Staff will ask you to sign your child into the club, and also sign them out from the afternoon sessions.
- 7.2 The children have access to toys and games and outdoor activities (weather permitting). At the end of the morning session, the children will collect their belongings from the RAP Club cloakroom, and get ready for the school day.
- 7.3 Breakfast is not provided by RAP Club, but the afternoon session will offer healthy snacks, such as fruit or toast, as well as cold drinks.
- 7.4 Children who wish to attend RAP Club as well as after school clubs are welcome. Children will be taken or sent to RAP Club (age dependant) from the after school club, and registered. The cost of the afternoon session in RAP Club will remain the same.
- 7.5 In line with school policy, we are unable to accept children into RAP Club if they are ill. Refunds will not be given in the event of illness.

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8. Abbreviations

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| LA | Local Authority |
| RAP | Relax and Play |

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