

Red Hill C of E Primary School

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



Amendment history

Date	Issue	Status	Reason for Amendment	Person responsible
22.03.23	1	DRAFT	New SLT, new requirements of school. Cashless school, breakfast to be offered. Fridays to be considered.	

Excellence & Enjoyment, Everyone & everything

At Red Hill C of E Primary School, we look to Jesus as our example in our aspirations for excellence and enjoyment in all that we do. We believe that everyone is unique, and everything is celebrated.

Ephesians 2:10- God created you to be amazing.

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 using Parent Pay. Parents must pay for sessions booked in advance. An ordering window will be available on a half-termly basis. This will be used for regular and ad hoc bookings.

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

3.3 Payment will be made in advance using Parent Pay. Cash and Cheques will not be accepted as Red Hill is now a cashless school and this method of payment will not be accepted and therefore a place cannot be booked if not processed and paid through Parent pay.

3.4 If you require a change in your booked sessions this will be made via Parent Pay

3.5 If a Child turns up for a session that is not booked via Parent Pay, then a charge of £10.00 will be made for that session. Drop in without prior booking is not allowed.

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 hand over their child to RAP school staff in the mornings and staff to Parents / Carers in the case of afternoons. A register is taken.

4.3 Any injuries / accidents will be reported to parents / carers when collecting their child, as well as being recorded in the RAP Club accident book, which will be signed by the parent / carer collecting their child. If children are taken ill at RAP Club, parents will be notified to collect them as soon as possible.

5. Staffing

5.1 A maximum of 50 children may use the RAP Club facility during any one session, with a ratio of 1 adult per ten children being enforced.

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 3:20 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. Morning sessions are charged at £3.50, with afternoon sessions charged at £7 per pupil.

6.2 If parents / carers are running late when collecting their child / children, they must contact the RAP Club directly on: 01905 352524 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 per child, 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 Rap Club is situated next to the school's main entrance and has its own access doors. You are able to use the school car park for drop off (until 8:15am) and collections (after 4:00pm), but please be aware of staff using the car park at the same time.

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 will be provided such as toast or cereals however, children may bring in their own breakfast if they so wish. The afternoon session will offer healthy foods, fruit, salads, toast, as well as cold drinks. Children are also able to bring their own afternoon snacks.

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, nor for occasions where the school is closed during unforeseen circumstances or enforced closures, such as severe weather / lack of heating, water or if a child is on a term time holiday etc.

8. Abbreviations

LA = Local Authority

RAP = Relax and Play