



# Crofty's Afternoon Tea Club, Policy and Procedures

Written: August 2012, Reviewed August 2014, November 2017, October 2020,  
March 2023

## 1. INTRODUCTION

Crofty's Afternoon Tea Club opened in September 2012. After a consultation period considerable interest was shown in the venture and from consultations a clear need demonstrated. Only children attending Molescroft Primary School can attend the Club.

## 2. AIMS AND OBJECTIVES

**To provide an Afternoon Tea Club which supports working families by providing a safe, healthy, creative and useful environment for pupils from 3:30pm to 5:15pm on school days.**

The club will:

- Be well used and valued by child and adult clients.
- Impose no extra burden on the smooth running of the day

The club is not providing the same service as full private pre/post school provision. The school is not competing with the full range of activities that these providers arrange. Also note the Afternoon Tea Club is only open on school days.

## 3. ANTI - DISCRIMINATION

The club is subject to the same policies and procedures that apply to the school's discriminatory policies and procedures. It is subject to the same procedures regarding the reporting of any incidents which are discriminatory in any manner, based on Race, Nationality, Gender, Disability or Sexual Orientation.

Most importantly:

- All staff, teaching and non-teaching, should be vigilant in class and in the playground at all times, in order that discriminatory behaviour does not go undetected
- All staff should investigate any allegations of discrimination and take the child's concerns seriously. Discriminatory attitudes must be challenged.
- All staff should take action as soon as possible and ensure that all interaction is carried out privately, i.e. away from the group.
- Staff should remain calm and take time to listen impartially to all involved.
- Staff should avoid labelling pupils such as 'racist' and 'victim' – after an incident both pupils may need support to rebuild or reinforce self-image and esteem.
- All reports of discriminatory incidences must be recorded via CPOMS The school will invoke sanctions as detailed in the Good Behaviour Policy



# Crofty's Afternoon Tea Club, Policy and Procedures

Written: August 2012, Reviewed August 2014, November 2017, October 2020,  
March 2023

## 4. STAFFING

Staffing will include a Tea Club Supervisor, a minimum of two Teaching Assistants appointed as staff of the Afternoon Tea Club. There will be at least one first aider among the staff. Responsibility lies with the Tea Club Supervisor but ultimate responsibility rests with the Head Teacher and his Assistant Head Teachers

Maximum adult/pupil ratio is 1:15

## 5. THE ROLE OF THE HEAD TEACHER

The Head Teacher is ultimately responsible, though the assistant Head Teachers may act on his behalf.

It is not expected that a member of the Senior Management Team is on site whilst the club is in operation, though usually this is the case.

## 6. BEHAVIOUR

The Club is subject to the same policies, procedures and expectations that apply to the school as demonstrated through the school's Good Behaviour Policy.

The same rules / expectations and procedures apply that are the basis of the School's Good Behaviour Policy.

**The following additional points should be noted however:**

- Attendance is not a statutory requirement and no extra support can be provided by the school for individuals. It may be possible however to access support funding if required.
- Pupils who significantly misbehave will be, after one written warning, removed from the register and payment reimbursed.

## 7. RESERVING PLACES and PAYMENT

To attend the club, Parent/Carers need to reserve places in advance in termly blocks. Sessions run from 3:30pm to 5:15pm. Money is not refundable for absence due to illness or other family commitments.

- Money is refundable however for reasons caused by the school e.g. school closure, Residential Visits.
- Parents may signify a specific authorised absence when reserving places and adjust payments accordingly at the point of payment.
- Parents may reserve places every day of every week or for a specific combination e.g. every Monday or every Wednesday etc.



# Crofty's Afternoon Tea Club, Policy and Procedures

Written: August 2012, Reviewed August 2014, November 2017, October 2020,  
March 2023

- In addition, parents may, if spaces are available, submit specific work patterns and reserve places accordingly.
- Places are limited, though availability has been significantly expanded to meet demand.
- If places are available bookings can be taken mid-term.
- Price is set annually and PAYABLE ONE TERM, HALF TERM, MONTHLY OR WEEKLY IN ADVANCE.
- Parents may withdraw at any time but must give four weeks' notice. However, a parent may also suspend use of a place for up to four weeks in line with the flexible work pattern offer. However, the four-week suspension rule still applies after that suspension. If, however the four weeks precede the start of a new term, the new term booking applies and therefore there would be no requirement to honour bookings after the end of term holiday.
- The club is unable to take incidental one off bookings or payment at the door. In an emergency however the school will care for a child in the club. (see below)
- Parents may be able to apply for financial support and use vouchers.

## 8. ORGANISATIONAL PROCEDURES

In summary the arrangements are as follows:

- The school office will set up the daily register so that club staff are secure in the knowledge of which children should be attending.
- If a child is not to be attending a booked place this MUST be communicated to the school office, by phone call prior to 2:30pm, or in person to the school office after that. Email cannot be used to communicate this, as emails are not constantly monitored. Children and siblings cannot pass on these messages.
- Parent/Carers are responsible for ensuring the safe collection of children at the club. Parents/Carers must indicate in writing if older children are to be allowed to walk home alone at a certain time.
- Collection is from the Foundation Year outdoor classroom via the path off Molescroft Avenue (cul-de-sac) towards the main school reception. Please do not walk through the car park. There is a remote bell on the gate to the collection point.
- All children attending must register at 3:30pm with the club, before attending any other in-house activity. Staff in FY/Y1/Y2 will deliver children to the club.
- Pupils attending other after school activities must report back to the Afternoon Tea Club. The only exception would be where an after school activity finishes after 5:15pm e.g. Theatre Club / Tennis / Gymnastics.
- Accommodation is based across the FY, conservatory, Y2 and Y3 rooms.
- Children will enter leaving belongings in the cloakroom near to their base.
- Pupils will have access to the FY, Y2 and Y3 toilets.
- Parents/Carers may collect at any time up to 5:15pm
- Regular late collection will not be accepted. After a written warning, continued late collection will result in a place being withdrawn and payment returned.



# Crofty's Afternoon Tea Club, Policy and Procedures

Written: August 2012, Reviewed August 2014, November 2017, October 2020,  
March 2023

- A member of staff must stay on site with a child until collected. The member of staff will be paid for this. As the building is closed at 6pm, if it appears collection could be beyond this time, other named adults (pupil data file) must be contacted to arrange collection.
- Afternoon Tea will be served buffet style from the following :  
A range of sandwiches, toast, crumpets, wraps, pizza, sausages, fruit, cakes, yoghurt, dried fruits etc.  
On some occasions 'specials' may be offered.  
Water, milk and or fruit juice will also be available.  
Those with special dietary requirements will have their food wrapped and named separately.
- The food will be prepared in the school kitchen and delivered to the Pupil Kitchen or FY accommodation.
- The club will also have access to the field, adventure playground and playgrounds but only when other after school activities are not using them.
- Older children can use their their school provided iPads under supervision.
- Quiet space will be available for pupils wishing to read and/or complete homework.
- There will also be two TV rooms.
- The Afternoon Tea Club has its own stock of equipment and games etc.
- Activities will be offered and be varied over time and specifically organised by the staff. This may include a period of free choice, from within a range of options.
- The activities will be varied and well-conceived. They will recognise that this is not lesson time, but is within school. Outdoor activities or those in the hall must be planned specifically.
- Activities could include for example:
  - table games
  - craft activities
  - puppet making
  - model making
  - knitting
  - art activities
  - sporting activities
  - seasonal activities e.g. around Christmas / Easter / Mother's Day
  - music
  - role play
  - story time

## 9. UNRESERVED ATTENDANCE

**If a child arrives at the club without prepayment, the child will be accepted for one session. A Supervisor will report this to the Head Teacher who will contact parents directly. Should there be a repetition; a report will be made to Social Services as the parents are neglecting to care appropriately for the child.**



Molescroft Primary School  
**Crofty's Afternoon Tea Club,  
Policy and Procedures**

Written: August 2012, Reviewed August 2014, November 2017, October 2020,  
March 2023

## **10. DIETARY REQUIREMENTS**

Staff must make themselves aware of any pupils with special dietary requirements including allergies. These are displayed clearly in the Kitchen. Kitchen staff are fully aware of those attending the club with food allergies and will prepare separate and sealed refreshments for these children.

Future dietary requirements will be addressed as they arise through the school's procedures for dealing with medical requirements.

## **11. STAFF ABSENCE**

Staff must inform the school office of absence. The school office will arrange for extra cover from a supply list should the adult: pupil ratio to breach the 1:15 ratio. There must be an absolute minimum of two staff present.

## **12. SAFEGUARDING**

The Afternoon Tea Club is subject to all the same regulations, processes and procedures as described in the school's Safeguarding Policy and in all associated health and safety, employment, and child protection policies.

The Afternoon Tea Club is also subject to all relevant Risk Assessments displayed in the rooms including 'Out of School Clubs' and Outside. There is an additional Afternoon Tea Club specific Risk Assessment.

Fire practice will be held on a termly basis. The assembly point is at Meeting Point A on the South Playground.