

**OUR LADY
IMMACULATE**
CATHOLIC ACADEMIES TRUST



St Mary's Catholic Primary School

After School Club

Information and Terms and Conditions Booklet



General Information

Timings:

3.15pm - 5.30pm

We plan to be open Monday to Friday for 38 weeks of the year – every week that school is open. The after school club will not be open on INSET / Teacher training days.

Cost: The cost for session is a flat rate of £9.00. This needs to be paid in advance using the Parent Pay system.

The setting:

The club will be primarily based in “The Nest”, where a quiet area is set aside where children can read, rest or complete their homework. Recreational and educational activities will take place, both inside and outside the building. The club staff, supervise the children during club hours until their parent or carer collects them. The staff will have a register of children and will start the session with a quiet gathering ensuring all children are present.

We provide healthy snacks and refreshments in the After School Club, which are included in the session charge.

Collection:

When children are being collected they will be signed out via the “Nest” door by a member of the Club Staff. If you arrange for any other person to collect your child the After-School Club must be notified in writing. The staff will not let your child go with someone else without prior notification from a parent.

Snack:

At the start of the session the children will be provided with a drink and a biscuit. Later they will be provided with a snack, the menu will vary each day. They will have unlimited access to water. Food on offer will consider any allergies for registered children.

Provision:

A variety of games, crafts and puzzles will be available for the children to choose from. These will be planned in accordance to their needs and wishes and will rotate on a weekly basis. Weather permitting, the children will be able to access the school grounds and outdoor games will be provided. Within the Nest we will also offer a quiet space for those wishing to read or complete homework.

Staffing:

The club will be operated by members of the school staff. Members of the school staff on duty:

- Have undergone Safeguarding training and know how to follow school procedures for ensuring the safety of children.
- Are first trained and have ‘Food Hygiene’ certificates to ensure the highest standards of Health and Safety.

Booking

Step 1: Complete a registration form and return to the School Office. Once the registration form has been received, the school will add you to the booking list

Step 2: If your child has a medical condition which may require equipment, for example; an epi-pen or inhaler, the school will need an additional device to keep with them wherever they may be in school. The school will not be able to transfer classroom medical equipment to the clubs.

Step 3: All bookings should be made via the office and payment via our Parent Pay system. If you do not have an account, please visit the Main Office who will assist you in setting up an account.

Step 4 It is recommended that you book as far in advance as possible as we have a limited number of places available. Once these places have been allocated, there will be no further admittance into the club. Payments must be made at the time of booking to secure the place.

The school takes our legal responsibilities very seriously and, unfortunately, if your child is not booked into the Club, **they will not be admitted no matter what the circumstances.** Any communication regarding this should be made with Mrs Burdett, the Office Manager.

Any complaints should be made via the normal School procedure. A copy of the School complaints policy is available on the website.

Cancellations

Unfortunately, if bookings are made and your child is absent for the session, we will be unable to provide a refund. Should the facility be closed due to a problem with the venue or adverse weather conditions, the school will issue refunds.

Safeguarding

All staff who operate Breakfast and After school Club have enhanced DBS (Disclosure and Barring Service) checks and, during the recruitment process, have been through 'Safer Recruitment' procedures.

All staff who operate Breakfast and After school Club attend annual Safeguarding training delivered by the School's DSL (Designated Safeguarding Lead) and have regular Safeguarding updates. The School's Safeguarding Policy and procedures will be adopted into our wraparound provision.

Late Collection

Collection time is 5.30pm. If parents are late collecting their child from our Rise and Shine after school Club, they may incur a late charge. We will give a warning and subsequent late collection will incur a fee of £5 for every 10 minutes periods after this time.

