



St. Mary's After School Club

The St. Mary's After School Club is an organisation set up to provide out of school care for the children of St. Mary's CE Primary School. (Excluding Bank Holidays and School Inset Days).

St. Mary's CE Primary School is committed to safeguarding and promoting the welfare of children and expects all staff, parents, carers and volunteers to share this commitment.

Our team of After School club staff aim to provide the highest possible standard of care in a safe and secure environment. Ensuring the safety and welfare of the children is our paramount concern.

The After School Club operates between 3:10pm- 5:45pm daily. Children in years R-4 are taken to After School Club from their classrooms by an adult. Children in years 5 and 6 are trusted to transition from class to club independently. All children are registered on arrival at After School Club.

Initially places are only available to children who previously attended Wild About Play. However once the provision is open more widely, places will be allocated on a 'first come first served' basis and must be reserved in advance for each day required (min. 1 day's notice of attendance is required).

The cost is £9.50 per session, payable termly in advance, (Payment will be required on days of absence.) Payment will be made via School Money.



Please complete the After School Club registration prior to your child starting.

Child's name _____ **Date of Birth** _____

Class _____

Main contact

Name:

Relationship:

Home Tel:

Mob: Work:

Email:

Second contact

Name:

Relationship:

Home Tel:

Mob: Work:

Email

Please indicate which sessions you wish your child to attend by ticking the relevant boxes

Full Week (Mon-Fri)

Monday

Wednesday

Friday

Tuesday

Thursday

Proposed start date.....

Proposed finish date (if Known).....

Ongoing until further notice

DECLARATION I have read and agree to the terms and conditions and code of conduct.

Signed _____ Parent /Carer Date.....



After School Club Medical Form

Child's Name _____ Date of Birth: _____ M / F

Any medically diagnosed medical condition (e.g. Asthma, Diabetes, Epilepsy etc.)? Yes / No

Please specify:.....

Does your child suffer from any medically diagnosed ALLERGIES? Yes / No

Please specify:.....

Current Medication.....

If appropriate, please provide the After School Club staff with a care plan.

Own G.P's Details: Name.....

Surgery Name & Address.....

.....

Surgery Tel No

The After School Club will provide a light After School snack (toast/bagle/crumpet, fruit item and a biscuit).

My child can eat a variety of foods

My child should not eat the following foods:

.....

.....

Please keep us informed of any changes to the above information

St. Mary's After School Club**TERMS AND CONDITIONS**

Opening Times: Monday to Friday, Term Time 3:10pm-5:45pm. (excluding Bank Holidays and INSET Days)

To apply for a place at the After School Club, parents should complete the Registration Forms and return them to the school office. Places will be allocated on a first come, first served basis, although priority will be given to children who have a sibling attending the club.

A waiting list will be operated should After School Club be oversubscribed. Parents will be notified when a place becomes available.

Regular attendees will be charged £9.50 per pupil, per session.

On Collection

Parents must park in the top car carpark by the church and walk down to collect their children.

Children in year R-4 will be taken to After School Club by an adult. Children in years 5 and 6 will be trusted to transition from class to club independently. All children will be registered on arrival

Children will have their snack between 4:15pm and 4:30pm. No discount will be give if a child leaves earlier or does not have a snack.

Children should be collected from the staff entrance, which can be accessed via the carpark. Collecting adult will be asked to sign their child out.

If the children are playing outside, there will be a notice on the door of the staff entrance. In this instance, parents are asked to collect from the gates at the rear of the staff carpark.

Late Collection

It is of utmost importance that children are collected by 5:45pm. Late collection may result in an additional fee of £5 being added to the invoice. Regularly late collection may result in your child's place at After School Club being removed.

Fees

Fees are payable termly in advance via School Money.

Invoices will be sent at the beginning of each term. If there are problems with this method of payment then please contact Mrs Bacon or Mrs Hatherell in the school office.

Payment will be required for days of absence. Refunds / exchange of days cannot be made.

Extra days on an 'ad-hoc basis' can be arranged subject to the club having spaces available.

A notice period of one term is required for the cancellation or alteration of arrangements, which result in a reduction of sessions required.

CODE OF BEHAVIOUR

The Code of Behaviour for the After School Club is simple and mirrors the high expectations within St. Mary's CE Primary School.

Within the school the whole ethos is based on individual development, self control, mutual respect and the development of self-esteem.

All the children will be made aware of this Code of Behaviour and it will be explained to them in such a way that is appropriate for their age group.

Everyone at After School Club is expected to: -

- Behave appropriately at all times to ensure their own and other peoples safety, security and happiness.
- Respect everyone at the After School Club and their right to be happy and safe.
- Listen to everyone at the After School Club and respond appropriately to them.
- Look after and respect the resources that are used.
- Praise for good behaviour, working together and sharing, courtesy and kindness and helpfulness.
- Any child who behaves inappropriately will be reprimanded and will have the opportunity to talk about the issues relating to and resulting from their behaviour.
- If poor behaviour is serious and/or persistent, parent/ carers will be informed either verbally or in writing and asked to meet with staff.
- Ultimately, if poor behaviour continues, or there is a particularly serious problem adversely affecting the Health and Safety and happiness of themselves or others, then the offer of a place at After School Club will be removed.

These expectations fall within our school rules of 'Be Respectful, Be Responsible, Be Safe'

Safeguarding
Pupil Safeguarding and Wellbeing

St. Mary's CE Primary School is committed to safeguarding and promoting the wellbeing of children, young people and vulnerable people, and we expect the same commitment from all staff, parents and visitors.

All parents or other volunteers helping in school are required to complete forms allowing them to be checked by the Criminal Records Bureau. The school will cover the costs of this process.

All parents and volunteers must sign in (and out) at reception and wear a visitor badge.

Every member of staff at St. Mary's CE Primary School recognises that they have an individual responsibility for referring child protection concerns. Staff will follow procedures within in the School's Child Protection Policy and the South Gloucestershire Safeguarding and Child Protection Policy.

Notifying parents

The school will normally seek to discuss any concerns about a child with their parents. This must be handled sensitively and the Designated Senior Person will make contact with the parent in the event of a concern, suspicion or disclosure.

However, if the school believes that notifying parents could increase the risk to the child or exacerbate the problem, then advice will first be sought from children's social care.

Referral to children's social care The Designated Senior Person will make a referral to children's social care if it is believed that a child is suffering or is at risk of suffering significant harm. The child (subject to their age and understanding) and the parents will be told that a referral is being made, unless to do so would increase the risk to the child.