

After School Club Terms and Conditions

A child cannot attend an After School Club session unless the Registration Form has been completed and returned by parents before the first day of attendance. Completion of the Registration Form confirms that parents have read and agree to the After School Club Terms and Conditions and the How to Book information.

General Information

The After School Club provides term-time after school care for St. Peter's School children (Years R to 6) in a safe, secure and happy environment, supervised by professional, experienced staff. The varied activities include arts and crafts, boardgames and outside games. There is a quiet area where children can spend time on homework, reading or resting. By signing the Registration Form, parents consent to their child participating in these activities.

Safeguarding

Under the terms of the school's registration with Ofsted, After School Club complies with the recommendations for Safeguarding/Child Protection as laid out in the Children's Act 1989 and 2004. For further information please refer to the school website for all the relevant school policies, which also apply to the After School Club. The school's Safeguarding, Child Protection, Health & Safety, Code of Conduct, Behaviour and Allergy Safety policies and Intimate Care Guidelines (where needed) are followed during After School Club sessions.

Any safeguarding concerns relating to children who attend After School Club are referred immediately by Club staff to the school's DSL or a DDSL. Any allegations received about Club staff members will be addressed using the procedures outlined in the school's Child Protection Policy.

The After School Club staff and children abide by the school's Policy on the Use of Mobile Phones and Cameras at all times during Club sessions. Under no circumstances may Club staff or children use their personal mobile phones to take photographs during Club sessions.

Club Fees and Payments

After School Club is entirely financed by parental fees.

A regular booking guarantees a place, which automatically carries over to the next term and continues until parents notify the school office of any request for changes.

After School Club fees are payable termly, in advance. Requests for a variation to these payment terms will be considered on an individual basis. A late payment fee of £5.00 per week will be added if payment has not been made by the due date and an alternative payment plan agreed. If fees are not cleared in full by the end of term, we reserve the right to withdraw places with effect from the following term.

After School Club fees are payable per child per session and are not waived in any circumstances due to non-attendance. If for any reason parents do not to use a booked session, the fees are still due. This includes absence due to attending an appointment, a school trip, another club, illness or holiday.

Changes to a child's After School Club arrangements

Should parents wish their child not to attend a booked session for any reason, they are asked to contact the school office as soon as possible during the school day so that a message can be passed on to the child's teacher and the After School Club staff. This is to comply with the school's safeguarding procedures.

Collection of children

Written permission must be given by parents, using the Registration Form, if they wish their child to go home unaccompanied (Year 6 children only).

Parents confirm on the Registration Form the details of all people authorised to collect their child. In exceptional circumstances it may be possible for parents to give verbal permission by telephone for an unauthorised person to collect their child; however, the child will only be released if the Club staff can be confident of the identity of both the caller and the person collecting.

All children must be collected from the After School Club door (the blue door at the end of the courtyard) before 6pm. Parents are requested to call the After School Club phone if they are running late to help appropriate provision to be made and so that children can be kept informed (please note that calling will not exempt a parent from any late charges).

Collections from 6pm onwards will be from the school office and will incur a late collection charge of £10.00 per child. This charge will be added to the parent's online Arbor account.

If parents are persistently late collecting their child, we reserve the right to withdraw their child's place at After School Club.

Parents should be aware that if a late pick up is unavoidable it is critical that the Club is contacted, otherwise Club staff are obliged to inform Children's Services half an hour after the After School Club closing time.

Behaviour

The school's Behaviour Policy is followed at all times during After School Club sessions. There is no obligation for the After School Club to provide ongoing care for children who display a regular pattern of disrespect for Club and school expectations.

Food allergies, sickness and First Aid/emergencies

Food allergies – the school's Allergy Safety policy is followed during After School Club sessions. All After School Club food items are sourced from a local supermarket. It cannot be guaranteed that they are free from nut traces or any other allergens. Parents confirm on the Registration Form that they are aware of this. Parents are responsible for including detailed information of any special dietary requirements and food allergies on the Registration Form, and for discussing these with the school office staff before their child's first day of attendance.

Sickness - if a child becomes ill during After School Club, every attempt will be made to contact one of the people listed on the Registration Form to arrange the collection of the sick child. The child will be cared for until collected.

First Aid/emergencies - in case of a minor accident, basic First Aid will be administered. The person collecting the child will be given written information on any First Aid administered. In the event of an accident or medical emergency requiring more than basic First Aid, every attempt will be made to contact the parents to advise or discuss with them the course of action to be taken. Please note: if the parents cannot be contacted in time, the After School Club leader will take action to gain appropriate medical advice or treatment for the child. Parents give authorisation for this by signing the Registration Form.

Personal property

After School Club accepts no liability for children's property whilst attending the Club sessions.