



## AFTER SCHOOL CLUB BOOKING & CHARGING POLICY

At St Andrew's CEVA Primary School we provide Christian worship and Christian teaching. Spiritual and moral development are central to the life of our school and this will be reinforced in the school's After School Club Booking and Charging Policy where appropriate

We believe in open communication with all our stakeholders. This policy is presented to help ensure that everyone involved understands what we are trying to achieve. It will be reviewed and updated annually.

### **Capacity:**

The After School Club will be run by four members of staff and therefore can offer 35 places per session. The after school club is not open to children who do not attend St Andrew's CEVA Primary School.

### **Enrolment:**

To enrol your child(ren) in the After School Club, booking's must be completed via the online booking system. It is the responsibility of the parent/carer to book and not the school.

Bookings can be made for any of the weeks available to you at the time of login. Generally a term at a time will be available to view and book.

### **Booking Cut off is Wednesday 12:00 noon before the week commencing date.**

Any requests to change or cancel sessions must be made before the cut-off point. We will do our utmost to accommodate any requests to change sessions, but in order to do this, we do require plenty of notice to ensure staffing levels can be adjusted accordingly.

### **Sessions:**

The After School Club will run from Monday to Friday term-time only. Session run from 3:20pm to 5:45pm.

Sessions are available to book in advance only and must be booked **before the cut off point.**

Pick up time is by 5:45pm at the latest at the entrance gate to the MUGA. This time must be strictly adhered to.

You will be requested to sign out your child/ren from After School Club.

Admittance to After School Club will not be granted if a session has not been booked.

The car park is NOT to be used. Anyone found doing so risk forfeiting their child's place.

Should you need to contact the After School Club between the hours of 3:30pm and 5:45pm please use the following School mobile number:

- 07519 839236

### **Payment:**

Payment does not need to be made at the time of booking, however **MUST** be made before the booking cut off point.

Refunds will not be made for any missed booked sessions, please see paragraph below on charges

### **Charges:**

The After School Club operates a flat rate charging policy. Charges are £8.50 per session.

Booked sessions will be charged for, irrespective of absences, this is to cover staffing provision.

If your child is involved in an extra-curricular club that clashes with one of your St Andrew's Primary School booked After School Club sessions, this will be classed as an absence and will still be chargeable. We regret that this has to be enforced, but is to ensure essential overheads relating to staffing provision are covered and to secure your child's place.

Late collection of children will incur the following fines:

5.45pm–6pm - £5.00

6.00pm onwards - £10 for every five minutes late

Persistent late pickups will result in the loss of your child/rens place.

### **Payment Exceptions:**

We understand there are, however, always exceptions to payments due to certain factors:

- If the school is closed for any reason, ie. enforced snow closure, polling days there will be no charge to the parent.
- If a child is **ill** there will be a **50%** charge and their place will be kept for them for up to a period of 5 days. Any illness absence over the 5 days will need to be negotiated.

Every effort will be made to be flexible and understanding.

### **Notice of any increase in charges:**

We will give one month's notice, in writing to parents, of any increases in charges.

### **Included in the charge:**

Children will be cared for by the after school club supervisor and after school club assistants. A variety of age appropriate activities will be available for the children to take part in, including quieter options to give the children the opportunity to relax if they wish to. The After School Club will use a variety of spaces within the school to operate.

Activities may include but will not be limited to:

- Arts & crafts
- Reading
- Board games
- Physical activity
- Quiet space for homework
- And other such themed activities deemed suitable

Food and Drink:

A healthy finger food tea will be served at 4:15pm. This will be sufficient to keep the children going but we do not recommend that it replaces an evening meal.

Examples of the types of foods that will be served include:

- Toast/ Pancakes/ Crumpets (with a variety of toppings)
- Sandwiches (with a selection of fillings such as jam/ham/cheese spread)
- Cereal bars
- Bread sticks/Crackers
- Cheese
- Yoghurt
- Fruit
- Vegetable/Salad snacks
- Fruit juices/water/squash

### **Ethos and policies**

The After School Club will function under the ethos and support of all school policies.

E.g. The Behaviour Policy.