



## **AFTER SCHOOL CLUB**

### **Information for Parents and Carers**

Welcome to our After School Club, where we offer quality after school provision to children attending Holy Trinity Catholic Voluntary Academy, from Foundation 2 to Year 6.

#### **Days and Times**

**The After School Club is available Monday to Friday, 3:15pm – 5:45pm**

**We initially have a staffing ratio of 1:10 and have places for up to 20 children. The After School Club Co-ordinator is Mrs Toni Clarke and our After School Club Assistant is Mrs Maria Oliveira.**

The club is based in the school BIO room and we have use of further rooms: the hall, the ICT suite and the school playground. Younger children will be collected from their classrooms by a member of staff and escorted to the club at the end of the school day. Older pupils make their way to the BIO room once they have been dismissed from their classes at the end of the school day. The children are offered a drink and a healthy snack during the session.

The session begins by taking the register. Children will then have the choice of playing inside with a varied range of toys, games and activities, or participating in craft activities. There will also be opportunities for outdoor play during the session, weather permitting.

#### **Snack**

We offer a healthy snack during the session to provide something to keep them going until they get home.

#### **Activities at the Club**

We provide a programme of activities which aims to be creative, stimulating and varied. Each child is encouraged to make choices in their play activities in order to promote their learning, independence and self esteem.

Our programme of activities may include:

Team games	Modelling
Art & painting	Crafts
Dressing up	Construction
Cooking	Imaginative play
Music/dance	Outdoor play
Board games	ICT games

Activities are based around the children's interests and we like them to be involved in choosing their activities. We have a wide selection to choose from.

#### **Booking**

Please complete a Booking Form, which can be found in the letter rack in the Main Entrance area. A completed registration form will be required for your child prior to him/her having a place at the club.

#### **Payment**

Payment is due in advance or when collecting at the end of each session or up front for the term, for those families who wish to book their child's place a half term in advance. Places may also be paid for on a weekly basis. Payment should be either handed into the school office or made to the staff running the club, when collecting your child. **Full session:** £7, sibling reduction £4, **half session:** £4, sibling reduction £2. **PPG pupils** 50% reduction.

## **Policies and Procedures:**

**We follow the school's policies and procedures, copies of which are available for parents on the school website. Parents may also request a hard copy from the school office:**

- Child Protection Policy
- Health and Safety Policy
- Behaviour Management Policy and Physical Intervention Policy
- Complaints Policy
- Medicines Policy
- SEN Policy
- Equality Plan and Policies
- Collection of Children Policy

## **Collection of pupils from the club:**

Please collect your child from the Main Entrance **no later at 5:45pm**. If you wish to collect your child earlier than 5:45pm, please let us know an approximate time of arrival for your child. Please come to the main entrance and speak to either the office staff, or if the office is closed, please ring for attention. If collecting your child early, you will be asked to sign the register.

For Safeguarding reasons, please do not enter the school building without authorisation from staff.

## **If your child is ill:**

If a child is unwell during their time at the club, a member of staff will contact parents to inform them, and if appropriate arrangements will be made for them to be collected early.

## **Medicines:**

If your child is on medication, it is preferred that this is administered by parents upon collection from the club. In specific circumstances, medicines can be administered under the school's policy – advice should be sought from the school office, and relevant consent forms completed.

## **Photographs:**

The After School Club will use registration form in order to gain parental permission for their child's photographs to be used for promotion purposes or display.

## **Mobile phones**

Mobile phones are not permitted during the club for use by children and should only be used by staff in an emergency. (Please refer to the school's E-Safety and Child Protection policy for further information)

## **Commitment to parents/carers**

We value our relationship with parents and are committed to working in partnership with you to provide high quality care for your child.

## **We will:**

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Be consistent and reliable to enable you to plan for your child's out-of-school care with confidence and peace of mind.
- Share and discuss your child's achievements, experiences and friendships.
- Listen to your views and concerns to ensure that we continue to meet your needs.

## **Further Information**

If you require any further information about our After School Club please contact the school office on 01636 689177.

We look forward to hearing from you and welcoming your child to our club.