



# **OUR LADY'S CATHOLIC PRIMARY SCHOOL**

*"A Place of learning - A Community of Christ"*

**After School Club Handbook**

# **Our Lady's Catholic Primary School**

## **After School Club**

The After School Club is operated by Our Lady's Catholic Primary School to provide after school care for children attending Our Lady's Catholic Primary School.

The After School Club will run from 3.25pm to 5.30pm - Monday to Thursday - and is designed to help parents balance work and family commitments whilst providing children with a safe and caring environment.

The cost for the club is £11 per child.

## **All about us**

The aim of the club is to provide a caring environment for your child in which they can relax at the end of their school day.

The club will offer a variety of activities including board and educational games, and puzzles. Your child is welcome to do their homework independently whilst they are at the club.

The After School club is school so we expect the children to comply with our code of behaviour and treat each other, the staff and the equipment with respect. We hope you and your child find the club both valuable and enjoyable. If you have any queries or concerns, please do not hesitate to contact Mrs Jane Burke via the School office.

# The After School Club Daily Routine

The club will run with a planned timetable (sample timetable below)

<b>Time:</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>
<b>3.25</b>	Registration	Registration	Registration	Registration
<b>3.30-4.30</b> <b>Weather Permitting:</b>	Team Structured Playground Games	Team Structured Playground Games	30 mins outside play / Homework	30 mins outside play / Homework
<b>Playground not available:</b>	Team Quiz	Connect 4 Team Challenge/Board Games	Board Games /Homework	Board Games /Homework
<b>4.30-4.45</b>	Tidy and clean up for light tea	Tidy and clean up for light tea	Tidy and clean up for light tea	Tidy and clean up for light tea
<b>4.45-5.15</b>	Light Snack	Light Snack	Light Snack	Light Snack
<b>5.15-5.30</b>	Tidy up and down time for pick up	Tidy up and down time for pick up	Tidy up and down time for pick up	Tidy up and down time for pick up

A healthy light bite will be provided at 4.30pm such as beans on toast, wraps or a cheese and ham toasty. Fruit and water freely available throughout the session. We encourage the children to make healthy choices and are keen for feedback with suggestions to widen the range of healthy food we offer. The children will be encouraged to be fully involved in serving and in clearing away afterwards.

If you wish, the children can still access the schools extra-curricular clubs and we will arrange for them to attend the after-school club when they have finished. However, parents will still be expected to pay the full price of £11 for the after-school session.

# **Admissions Policy**

Membership of the Club is open to all families with children attending Our Lady's Catholic Primary School. Children are eligible from the time they start full time in Reception, places are renewable half termly. Priority admission will be given to families who:

- 1) require full time places (i.e. will use the club every day)
- 2) have parent/carers in full-time or part-time employment or who are studying

Following on from the above, families will be allocated places on a first come/first served basis provided spaces are available. Where necessary, a waiting list will be held.

## **Our Responsibilities to You**

The After School Club will abide by the Our Lady's Catholic Primary School Policies.

- We aim to provide your child with a stimulating, caring environment and enable him/her to take part in a variety of leisure activities.
- No child will be allowed to leave the After School Club mid-session. Written authorisation must be given if the child is to be collected mid-session by any adult other than their parent / carer
- Give notice of at least one week if the club will not run due to insufficient numbers.

# **Your Responsibilities to Us**

- That it is my/our responsibility to ensure that the Club is informed of any change of circumstances and/or problems which occur so that they can be dealt with.
- That it is my/our responsibility to inform the Club if my child is attending a club. That it is my/our responsibility to inform the club if my child is absent from school and will not be attending the club.
- To pay punctually via ParentPay or childcare voucher scheme, the current fee of £11 per child, per session, and understand that this money is not refundable even if my/our child does not attend.
- There will be a late collection charge of £8 for every 15 minutes late per child after 5.30pm to cover staffing costs.
- To pay in advance to secure a place.

# **After School Club Frequently Asked Questions:**

## **When will the After School club run?**

The club runs **Monday to Thursday only** from 3.25pm through to 5.30pm.

## **How much will the club cost?**

The cost is £11 per child per session. Payment to be made via ParentPay or childcare voucher scheme, the current fee per session, and understand that this money is not refundable even if your child does not attend.

There will be a late collection charge of £8 for every 15 minutes late per child after 5.30pm to cover staffing costs. If your child is picked up late three times in a term they will not be able to attend for the rest of the term.

## **Who will be running the club?**

The club will be run by Jane Burke plus 1 or 2 assistants depending on numbers.

## **Who can attend the After School club?**

The club is open to any pupil from the Reception class up to year 6.

## **What activities will be on offer?**

There are a variety of activities each day including reading, traditional games, study support and outside play weather permitting. We hope that the sessions will evolve around the ages and interests of the pupils that attend and that they themselves will be involved in planning future sessions.

## **Will food be provided?**

There will be a light snack provided at each session.

### **Does my child have to attend the club every day**

No, you can choose whether to use the club on a regular basis or on occasional days. All we ask is that you complete a booking form in advance.

### **How do I book a place for my child?**

Booking forms can be downloaded from the school website or are available from the office, simply indicate on the booking form the session(s) you would like to book for your child for the next week, weeks or half term; then return it to Jane Burke or the school office.

### **Can I turn up on the day?**

Unfortunately, due to staffing requirements, we will not be able to accommodate pupils attending on the day without booking – it may however be possible to book a place at short notice over the phone School office 01494 726390.

# Our Lady's Catholic Primary School

## After School Club Registration Form

Pupil Name: \_\_\_\_\_ Class: \_\_\_\_\_

Any allergies please state: \_\_\_\_\_

Please tick the session(s) you would like to book. You may like to book on a weekly or half termly basis. Cost per child per session: £11

Wk Beg	MON	TUES	WED	THURS	Cost

Parent/Carer Name: \_\_\_\_\_ Parent/Carer Signature: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

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Our Lady's Catholic Primary School After School Club confirms \_\_\_\_\_ Class \_\_\_\_\_ is booked into the After School Club sessions as indicated above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_