

**ST ANDREW'S CE PRIMARY SCHOOL
AND NURSERY**

After School Policy



2024

St Andrew's CE Primary School After School Club Policy

At St Andrew's CE Primary School After School Club 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 Club has two members of staff; therefore, we can offer 20 places for children in Reception up to year 6 in attendant at St Andrew's CE Primary School.

Enrolment and booking:

To enrol your child(ren) in the club, you will need to complete the google registration form and then payments and bookings on Wisepay. Sessions for the children should be selected at time of enrolment. We will do our utmost to accommodate any requests to change sessions, but in order to do this, we do require notice to ensure staffing levels and planning of activities can be adjusted accordingly.

Enquiries regarding the club should be made to the school office at the school (telephone 01706 378991 or via email to office@standrewsce.rochdale.sch.uk). Please speak directly to a member of the office staff.

Sessions:

The club will run Monday to Thursday term-time only. The hall doors will open at 4.30pm for an adult to collect their child from a member of staff.

Payment:

Advance payment is required to secure your child's place. Refunds will not be made for any missed booked sessions, please see paragraph below on charges.

Charges:

The charge for each session is £5 per child. Payments can be made via Wisepay. Payments must be made in advance of the date of attendance. Where a payment has not been received in advance a place at the club cannot be guaranteed. All payments are nonrefundable as provisions are purchased based on the number of places a child is registered for. Refunds/credits will not be given for non-attendance/cancellations unless there are exceptional circumstances. This decision will be made by the school.

Booked sessions will be charged for, irrespective of absences, to cover staffing provision. Should arrears total more than one week the parents who have not paid may be asked to make alternative arrangements.

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 a member of staff. 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.

Activities may include but will not be limited to:

Reading

Physical activity

And other such themed activities deemed suitable

Food and Drink:

A snack will be served with a choice of toast, fruit, juice, milk or water.

Dietary Needs and Medical Conditions:

We are unable to administer medication to a child at the club unless it is an Epi-Pen or an inhaler for which parents must have completed a '*Request and Consent for the Administration of Medication in School*' form available at the school office. It is the parent's responsibility to ensure that all medication provided to the school has not exceeded its expiry date and is marked clearly with your child's name.

It is the parent's responsibility to disclose any special dietary needs or medical conditions on the booking form.

Children are not permitted to bring their own food to After School Club unless this has been agreed in writing by the school in advance of their attendance at the club.

Ethos and policies:

The club will function under the ethos and auspices of all school policies. E.g. the behaviour policy, equal opportunities etc