

Wainwright Primary Academy



After School Club Policy

March 2017

Next review date: March 2018

After School Club Policy

At Wainwright Primary Academy After School Club (ASC) 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 ASC has two permanent members of staff and therefore can offer 50 places per session. If more places are required additional staffing will be arranged. The ASC is open to all children from Reception to Year 6.

Enrolment:

To enrol your child(ren) in the ASC, a booking form must be completed, please see below. To guarantee sessions for your child(ren) these need to be selected at time of enrolment. Ad-hoc and last minute sessions can be arranged but places cannot always be guaranteed due to staffing levels.

Sessions:

The After School Club will run Monday to Friday during term-time only. The session time is from 3.10 p.m. to 6.00 p.m. each night.

Please note the main school reception is not manned from 4.15pm, therefore should you need to contact the ASC during the hours of 4.15pm – 6pm you should use the following mobile phone number: 07966 947229.

Payment:

Payment will be invoiced on a monthly basis. Advance payment secures your child's place at the After School Club. 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 £5.50 per session for the first child and £4.00 for each additional sibling. Booked sessions will be charged for, irrespective of absences; this is to cover staffing provision. We regret that this has to be enforced, but it's to ensure essential overheads relating to staffing provision are covered and to secure your child's place. Persistent late collection of children may incur fines.

Governors attending the Academy on governor related activities and staff are entitled to a 60% reduction in After School Club charges. Staff working in the After School Club are entitled to free care for their children.

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 Extended Services Manager and the ASC 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 ASC takes place in the Small Hall.

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 small snack will be served to the children at 4.30 p.m., which will alternate from hot and cold daily, on a 4 week menu.

Ethos and Policies

The After School Club will function under the ethos and auspices of all school policies, for example, the Behaviour Policy.

Signed:



Mrs Hazlehurst (Academy Director)

Signed:



Mr Robinson (Chair of Governors)