



**St Lawrence's CE Primary
AFTER SCHOOL CLUB
Reception to Year 6**

Behaviour

The After School Club lead will follow the school's behaviour policy. Children will be expected to show respect and care for each other and to follow our school values of being caring, considerate and courageous. Should a child's behaviour not meet these expectations, parents will be contacted and the child may need to be picked up early. If there is continued poor behaviour, the child may be prevented from attending in the future.

First Aid

The school's First Aid policy applies at all times. If a child becomes unwell during the session, the parents will be contacted immediately. School will contact the After School Lead should they become ill during the day and sent home.

Departure

- Parents should sign their child out at the end of the session
- Parents need to inform the After School Club if another person is collecting their child. Staff reserve the right to refuse to hand over a child if staff or the child are unsure of the person collecting. This person should be named on the registration form
- Parents should inform the school or club if their child is unable to attend a session they are booked in for. Provided 24 hours notice is given, no charge will be made for this cancellation. Should a session be cancelled with less than 24 hours notice the full sessions fee will remain payable.



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St Lawrence's After School Club aims to be a fun, friendly and relaxing environment for all children who attend our School.

Our aims are:

- To provide a high quality of care
- To offer children a range of activities
- To offer a safe space to play and to relax
- To offer children and their parents a service that promotes equality, inclusion and values our wonderfully diverse school
- To offer a range of snacks and drinks

Whether you wish to register for a part time or full time place or whether you need a one off emergency child care cover after school, we are here to support you and your child.

After School Clubs runs all week during terms times. For more information about registering or available places, please contact the School Office or our After School Club leader via the contact details below:

School Office

Telephone: 01904 806486

Email: office@stl.pmat.academy

After School Club Leader

Telephone: 07927 705780





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Parent Responsibilities

- By joining St Lawrence's After School Club, parents agree to collect their children on time
- Sign the child out of the club upon collection
- Inform the school of any change of numbers or emergency contacts so that our records are up to date
- Inform us of any medical issues that your child might have
- Where possible, to book in advance so that the club knows how many children will be present and can therefore adhere to Safeguarding measures
- Pay in a prompt, timely manner

Admissions

- Only children attending St Lawrence's Primary School from Reception to Year 6 are eligible to attend
- Places are subject to availability
- Parents/carers will need to complete a registration form before children can attend the club
- Children not registered with the club will be welcome provided there are sufficient spaces
- Children's attendance is recorded in a register

Uncollected children

- If you are late to pick up your child, there will be a charge of £10 per child. This is to cover the cost of the After School Club employee.
- If the child is not collected parents will be contacted in the first instance by telephone
- The additional contacts that parents have provided will then be contacted in the next instance
- If these contacts are unavailable the police and social services may be informed as part of our Safeguarding procedures after an appropriate amount of time



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Charging Policy

- There is a £1.00 discount per night for siblings attending on the same night.
- There will be a late pick up charge of £10.00 if your child is not collected by 5:30pm. This will be to cover the cost of the member of staff having to stay.
- Payments should be made in advance on the preceding Friday to be eligible for the discounted rate.
- We would prefer payments to be made via your ParentPay account
- A member of the admin team will contact parents who are in debt each week. If payment continues to be withheld your child will not be able to attend until payment has been made. Please discuss with the office any problems with payments before incurring a debt.
- Continued non payment may result in formal action being taken to recover the debt.

Club Timings	Charge if booked and paid the Friday before	Charge if paid on the night
3:15pm - 4:30pm	£5.00	£5.50
4:30pm - 5:30pm	£3.50	£4.00

If a parent is experiencing difficulty with payment of fees, they should contact the school office as soon as possible. Our staff will treat the matter confidentially and arrange a private discussion in order to resolve it.