



After School Club 2021/2022

Please find enclosed the After School Club Policy and further information regarding the Club

After School Club - 3.30pm - 5.30pm

Mondays, Tuesdays, Wednesdays & Thursdays

All sessions are planned in advance, an up to date plan for the half term is available from the staff upon request.

Format of Care

3.30 - 3.40pm - Register taken.

3.40 - 3.55pm - Children have the opportunity to take it in turns if they wish to in 'Show & Tell' with the other pupils in the After School Club.

If time and weather permits, one member of staff supports outdoor play while the second member of staff sits in and has creative play indoors with those who would like to stay inside.

No child is made to do anything they do not wish to. If outdoor or creative play is not of interest, children can collect a book from the library, get pens and paper or games from the drawer or do homework if they choose to.

4.00 - 4.25pm - Snack time - children have a sandwich or toast with a choice of 3 filling/topping options, a biscuit and juice followed by a selection of fruit. The older children are given the option of helping to set up and serve.

4.30 - 5.20pm - Free play available - Various games and toys are available. For those that like a little more structure, weekly creative activities are organised. Activities will be linked to class themes if possible. If a craft activity is not finished, children can take it home for completion. Completed work can be displayed on the After School Club display board if children wish to exhibit their work.

5.25 - 5.30pm - Clear up time.

If you would like any further information regarding After School Club, please contact the school office the staff who run the club.

Morchard Bishop C of E Primary School

After School Club Policy.

Rationale.

The aim of the After School Club is to help enhance a child's learning and enjoyment at school. It can help the child to acquire new skills and expose them to new activities they may not ordinarily encounter. It will support working families by providing extended child care.

ADMISSIONS AND CHARGING POLICY

Morchard Bishop C of E Primary School After School Club is open to every family in the community.

All children must be of primary school age. (4+) When all the places are filled, a waiting list will be established with the following priority order:

1. Siblings of children already attending
2. Existing users who require the greatest number of sessions each week during term time.
3. Children attending Morchard Bishop C of E Primary School.
4. Children living in the area attending other schools.

A waiting list will be used. This will be operated on a first come, first served basis.

Emergency admissions will be at the discretion of the Headteacher/Senior member of staff.

Booking/Charging Procedures:

A form **MUST** be completed to register your child **BEFORE** a booking can be made. These are available from the school office or the school website.

Places are subject to availability and are allocated in accordance with our Admissions Policy.

Places are limited.

Places must be booked in the term prior to uptake to assist us with staffing arrangements.

Booking Invoices will be issued half termly. Your balance is due to be paid from the date stated on the invoice. Unpaid invoices will result in losing your place/booking for the next term.

Casual Bookings:

Your balance is due to be paid from the date stated on the invoice.

Late payments may result in your child's place being withdrawn.

If, for any reason you have problems or queries with your bill, please do not hesitate to inform the School Administrator and the matter will be dealt with confidentially.

Morichard Bishop C of E Primary School After School Club accepts Childcare Vouchers.

Fees

(With effect from 1st September 2018)

£7.00 per session/child for regular bookings including a light healthy snack.

£7.75 per session/child for adhoc bookings, when places are available:

£3.75 – Bookings for 1 hour of childcare.

Cancellation fees are as follows:

Regular Bookings

More than 7 days notice - a credit will be issued for the next term.

Adhoc Bookings

24 hours notice if possible unless an emergency

THIS POLICY IS STRICTLY ADHERED TO

Supervision and Safety

The After School Team will ensure that all children are safe at all times.

A fully qualified first aider will always be present as part of the After School Staffing arrangements.

A member of the Senior Leadership/teaching staff will be on site.

The parents contact list folder will be available for use by the After School Staff in case of any queries/emergencies.