



## **ST MARGARET'S ACADEMY AFTER SCHOOL CLUB POLICY**

At our 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 is able to take 50 children and will accept children aged between 4 and 11 years. There will always be a minimum of 3 members of staff on duty.

### **Sessions:**

The After School Club will run Monday to Friday term-time only. Session times are 3.05pm - 5.15pm and parents are asked to arrive to collect children by 5.10 pm. Sessions must be booked and paid for in advance using the school gateway. Spaces are available on a *first come first served* basis only. If the club is full **no** exceptions will be made.

### **Payment:**

Payment is required at the time of booking sessions via the school gateway. Parents are responsible for cancelling sessions that are not required by using the school gateway or calling the school office. Refunds will not automatically be made for any missed booked sessions unless the parent makes contact in advance.

In the event of any fees remaining unpaid or parents breaching any of the Terms and Conditions, or if the Headteacher deems such action necessary, the Academy reserves the right to terminate a child's place.

Receipts for Breakfast Club can be provided on request. Please note that if you are claiming Universal Credit for these sessions invoices cannot be provided for future sessions.

### **Charges:**

The After School Club operates a flat rate charging policy of £9.00 per session and £7.00 for a sibling.

A half-term's notice will be given, in writing to parents, of any increases in charges.

### **Late Collection Charge:**

Children must be collected from the After School Club before 5.15pm. A late pick up charge of £20 may be applied to your account if you fail to collect your child on

time. Should you need to contact the After School Club team in an emergency please call 01803 321922.

**Included in the Charge:**

Children will be cared for by the After School Club Supervisor and 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 After School Club will use the designated classroom and school grounds to operate.

Activities may include but will not be limited to:

- Arts & Crafts
- Reading
- Board games
- Physical activity
- Quiet space for homework
- Other themed activities deemed suitable

Food & Drink:

A healthy finger food snack will be served. There will be sufficient to keep the children going but we do not recommend it replaces an evening meal. Examples of the types of foods that will be served include:

- Toast
- Bread sticks/crackers and cheese
- Fruit
- Vegetable/salad snacks
- Fruit juices/water

**Ethos & Policies:**

The After School Club will function under the ethos of all school policies and values e.g. Behaviour Policy

**Updated April 2024**