



St Gregory's Catholic Primary School

*'Walking Together in the
Light of the Lord'*



St Gregory's After School Care Club

Information and Terms and Conditions Booklet

After School Care Club

Introduction

Our warm and friendly After School Care Club (wrap around care) is run by our staff for our children who attend St Gregory's Catholic Primary School in Reception to Year 6.

An extension of our school day, your children will be looked after by our staff in a safe and warm 'home from home' environment. We hope that the offer of this service will be of support to working families.

We look forward to seeing your children enjoy their after-school provision and welcome any feedback you may have. Similarly, if you have any queries, please do ask.

Times and Cost

After School Care Club: 3.15pm to 5.15pm – Monday to Friday.

The cost of each session is a flat rate of £11.00 per child. This must be paid in advance using the MCAS system.

We plan to be open Monday to Friday for 38 weeks of the year; every week that the school is open. The After School Care Club will not be open on INSET/Teacher Training Days or if the school has an unplanned closure (e.g. as a result of inclement weather).

The Setting

The After School Care Club will be based one of the classrooms that can be accessed by the Reception Outdoor Area. At the beginning of each session there will be a quiet gathering where register will be taken to ensure that all children booked for the session are in attendance. At this time, the children will be offered milk, squash or water and a biscuit.

There will be a quiet area set aside where children can read, rest or complete their homework. Both recreational and educational activities will take place – suitable for the ages of our pupils - using the indoor and outdoor areas of the school - to allow the children time to have fun and relax after a day of learning.

Collection

The After School Care Club collection time is 5.15pm. Children will be signed out at the designated collection point by a member of the After School Care Club staff.

Children must be collected from the After School Care Club by a responsible adult aged 16+. This adult must be named on the After School Care Club registration form. The After School Care Club must be informed in advance and in writing if a different person is going to collect your child(ren) on a particular day. The After School Care Club staff will not allow your child to go with someone else without prior written notification from a parent.

Refreshments

Healthy snacks and refreshments are provided in the After School Care Club and are included in the session charge. At the start of the session the children will have a drink and a biscuit. Later in the session, the children will be provided with a snack; the menu will vary each day. The children will have unlimited access to water.

Please see a typical menu:

	Monday	Tuesday	Wednesday	Thursday	Friday
On arrival	Milk, squash or water Biscuit				
Snack Tea	Pitta bread Veggie Sticks Hummus	Tomato soup Bread roll	Wrap Veggie Sticks Cheese/ Ham	Toast Spaghetti Hoops/ Baked Beans	Crumpets Butter/ Jam/ Cream cheese
Dessert	Fresh fruits/ Yoghurt				
Drink	Milk Water				
We use dairy free butter for all our children in our setting. Fresh drinking water is provided at every meal time and is available for the children throughout the session.					

When you register for the After School Care Club facility, you will be asked to inform us of any allergies your child has via the registration form. As with all information, please do ensure you keep this information up to date – please ensure you update the School Office in addition to the After School Care Club team.

We will always aim to meet the needs of special dietary requirements within our capabilities.

Provision

The After School Care Club will provide enriching, homely activities, to allow the children to have fun and relax after a busy day of learning at school!

A variety of games, crafts, puzzles and toys will be available for the children to choose from. These will be planned in accordance to their needs and wishes and will rotate on a weekly basis. Weather permitting, the children will be able to access the school grounds and outdoor games will be provided. Within the After School Care Club provision, there will be a quiet space for those wishing to read or complete homework.

Staffing

The After School Care Club will be operated by members of staff employed by the school. All staff on duty have an Enhanced DBS Check, are fully Safeguarding trained, hold Basic Food Hygiene Training Certificates and are Paediatric First Aid trained.

Safeguarding

All staff who operate After School Care Club have an Enhanced DBS Check and Safer Recruitment procedures were followed during the recruitment process. They attend annual Safeguarding training

delivered by the school's Designated Safeguarding Lead (DSL) and have regular Safeguarding updates. The school's Safeguarding Policy and procedures will be adopted by this wraparound provision.

Booking

The arrangements for booking After School Care Club are as follows:

Step 1: Complete an After School Care Club registration form per child and return this to the School Office. Once the registration form has been received and processed, you will be able to book After School Care Club via MCAS.

Step 2: If a child has a medical condition which requires certain equipment or medication, for example an Epi-Pen or Inhaler, an additional device must be provided for the sole use of the After School Care Club. It will not be possible to transfer classroom medical equipment to After School Care Club.

Step 3: All registration and booking enquiries relating to the After School Care Club should be made via the School Office. Payment should be made via MCAS. All pupils on roll have a MCAS account; if you are unable to access your child's account, please visit the School Office with your device and the app downloaded who will be able to provide support.

Step 4: It is recommended that you book a place for your child at the After School Care Club as far in advance as possible as there are a limited number of places available. Once these places have been allocated, there will be no further admittance to the After School Care Club. Payment must be made at the time of booking to secure your child's place. The school reserves the right to withdraw your child's place from After School Care Club due to non-payment. In the event of your child(ren)'s absence due to illness, a credit or refund will not be offered.

The school takes its legal responsibilities very seriously. Unfortunately, if your child is not booked into After School Care Club on a specific day, **they will not be admitted no matter what the circumstances.** Any communication regarding this should be made via the School Office.

Any complaints must be made via the school's usual complaints procedure. A copy of the school's Complaints Policy is available on the school website.

Cancellations

If a booking is made and your child is absent for the session, we are unable to provide a refund. Should the school be closed due to a problem with the venue, or adverse weather conditions, the school will issue a refund.

Late Collection

The After School Care Club collection time is 5.15pm. It is the responsibility of the parent or carer to ensure their child is collected promptly at the end of their session.

If a parent or carer is late to collect their child from the After School Care Club, they may incur a late charge. On the first occasion, a warning will be given (if within the first 10 minutes of the session ending) and any further minutes late will incur a fee of £5 per child for every 10 minutes after this time.

Subsequent late collections will incur a fee of £5 per child for every 10 minute period after this time.

Attitudes and Behaviour

In line with the school's Behaviour and Rewards Policy, children are expected to follow the school rules at After School Care Club. Our system for supporting positive behaviour applies to the After School Care Club provision and therefore allows children the reassurance and familiarity they enjoy in school hours.

Serious incidents will be reported in a timely manner to the Leadership Team and parents and carers may be asked to collect their child and/or made aware that the child's place at the After School Care Club could be at risk if behaviour does not significantly improve. For more information, please see the Behaviour and Rewards Policy on the school's website.