

After School Club

Information & Terms and Conditions

Welcome to our Out of Hours Care at St Joseph's

The After School Club is organised and run by St Joseph's Catholic Voluntary Academy as part of its extended school provision. The club starts at the end of the school day at 3:10pm, where children can enjoy a selection of food and drinks and take part in a range of fun activities. Children are encouraged to be independent during these times, participating in informal activities with each other, helping to develop social and interactive skills.

Our Aims

- To provide a welcoming, safe and secure environment for pupils at the end of the school day.
- To provide fun activities for children to participate in.
- To enable children to read or complete homework with the help of our staff.
- To ensure all children receive a snack/drink.
- To provide a small and healthy meal (To all children attending the 5:30pm session).
- To provide a calm and playful environment for all pupils.

The After School Club is open to all pupils attending St Joseph's School. It begins at the end the end of the school day at 3:10pm (term time only). It offers 2 sessions, one until a maximum collection time of 4:30pm and the other 5:30pm.

There is a phone number on the office door to call when collecting your child. A member of the team will then bring your child/ren out to you.

Your children's personal information including medical details and parental contact numbers are kept in the school office. It is your responsibility to ensure that the office is informed of changes and that all the information is up to date.

Staffing and Supervision

Children are supervised at all times. The After School Club can accommodate up to 45 pupils and operates with 3 members of staff on duty. All staff members are DBS checked and at least one member of staff holds a Paediatric First Aid Certificate.

Behaviour

Our behaviour policy aligns closely with the school's overall behaviour policy. It follows a whole school approach that focuses on positive reinforcement and modelling good behaviour.

Children are expected to demonstrate high standards of courtesy and behaviour at all times. If there are concerns regarding a child's behaviour, parents will be contacted. Exclusion from the club will only be used as a last resort, if all other strategies have been tried and unsuccessful.

Booking and Payment

The cost of our After School Club depends on the session that is required.

If you book our 4:30pm session, this means that you can collect at any point up until but no later than 4:30pm with a cost of £6.50 per session. This includes a healthy snack.

If you book our 5:30pm session, this means that you can collect at any point up until but no later than 5:30pm with a cost of £8.50 per session. This includes a small meal.

You **must** book and pay for each session and child via ParentPay prior to attending. Children should not attend the club if they have not been booked in. Should you experience any difficulties with this, the office staff are happy to help and support.

It is your responsibility to book your child's session. Sessions cannot be guaranteed if they are not booked.

It may be necessary to review and amend fees and charges from time to time and notice will always be given.

Additional Charges for Late Collection

If you know that you will be late, please let the After School Club know where possible.

Failure to collect your child/ren on time will result in late collection charges which are as follows:

- First 15 minutes will incur a £7 charge.
- For each additional 5 minutes after this time a further £2.30 will be charged.

Cancellations and Refunds

You are able to cancel any bookings by calling through to our out of hours team or the school office. Contact details are below.

Please note that refunds for cancellations can only be given if at least 48 hours notice has been provided. Refunds are **not** given if your child does not attend or has not provided the notice period.

Contact

Our Out of Hours managers are available to provide support when regular office hours have ended, via a dedicated phone line or email address to support any issues or queries promptly during this time.

Mobile – 07434868922

Miss Heath – mheath@jph.srscmat.co.uk

Miss Boddey – jboddey@jph.srscmat.co.uk

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We look forward to welcoming your children to our club!