



HOLY TRINITY AFTER SCHOOL CLUB

HOLY TRINITY CE JUNIOR SCHOOL

**BUTE ROAD,
WALLINGTON,
SURREY, SM6 8BZ**

020 8647 7496

Parent & Carers Information Guide Terms & Conditions for After School Club February 2024

Please read this leaflet carefully as it contains information you need to know and terms and conditions you need to comply with. After reading through this guide, if you wish to register for a place for your child, please complete the application form enclosed for each child and return it to the School Office.

Essential Information

Management: The After School Club is run and managed as part of the School, with outside coaches employed from Kick London and hence it is registered with Ofsted under the same registration number, 102991 and subject to inspection at the same time as the school. After School Club operates on a maximum ratio of 1 staff member to 16 children.

Hours: Opening times: End of the school day to 5:30pm

Fees: Full Session - (any time after the first hour) the fee is £15.00 per session

Early Session - (up to the first hour) the fee is £10.00 per session

Late Session - (up to 4:30pm or after a school run club – 4:10 – 5:30) £11.25 per session

Last day of Term (1.00-5:30pm) there is a flat fee of £25.00

Terms and Conditions (see Policy & Procedures below for further details)

- ❖ Parents/carers of all children attending the club must have completed an application form and notified the club of any special medical, dietary or other needs. This includes if their child has 1:1 support in school, or behavioural support needs.
- ❖ All fees must be paid correctly and in advance as specified.
- ❖ **All sessions must be booked in advance via the Parents Evening Booking system. No booking will be taken without payment having been made.**



- ❖ Children should not bring any food, toys, games, money or valuable items to the After School Club unless by prior agreement with the Club.

- ❖ School rules will be adhered to.
- ❖ Respect for and proper use of all property, equipment and the premises is essential and must be observed at all times. Breakages will be charged for.
- ❖ Parents/carers must familiarise themselves with the club's policies and procedures and ensure their children are also aware of them.
- ❖ Parents must collect children on time from each session. Please ring the bell at the front door for admittance.
- ❖ Late collections after the first hour will be charged at the late session rate or full session rate depending on the time of collection. A fee of £5 for every 15 minutes will be charged for the care of your child whilst awaiting collection.

Emergency contact number for After School Club and to report that you are running late is 07534 190 273.

Club Policies and Procedures

1. Admissions

Places for the After School Club must be pre-booked via Parentpay. This is to ensure our numbers are within the maximum for the staffing available. There may be space available on the day but this cannot be guaranteed, so it is recommended that you book in advance to avoid disappointment.

For new Year 3 children, you will not have access to the booking system until midday on the first day of school. Please contact Mrs Mowle in the office if you have any difficulties.

The dates for booking for Autumn Term will be made available during the last week of term in July. Dates for Spring Term and Summer Term will be made available during the last week of the previous term.

You can book as many sessions as you want as long as payment has been made in advance via ParentPay.

2. Cancellations / Non-attendance

Please phone the school office in advance if you wish to cancel a booked session.

If you have booked a session and your child does not attend you will still be charged for the session at the lower rate. If your child is absent from school, we will automatically cancel your After School Club booking for that day and you will not be charged.



3. Payment of fees

The cost of After School Club is £15.00 for the full session, £10.00 for the early session, £11.25 for the late session and £25.00 for the last day of term. Fees can be paid weekly, monthly or half-termly. If you are paying the fees on a weekly basis, they must be paid on the first day of the week that your child attends. Monies must be paid in advance and there is no further reduction in price for shorter sessions than those quoted.

Fees are paid using ParentPay online at www.parentpay.com. Please ask the Office for a username and password if you do not already have access and for new Year 3 children, these will be sent out on the day your child starts in September so you are not expected to pay until your login details have been supplied.

As a cashless school, all payments are made through ParentPay. The advantages of Parentpay are that your child does not carry any cash and you can see the balance on the account online.

The club also welcomes childcare vouchers and is already registered with the Co-op, Edenred, Computershare Vouchers, Care-4, Kiddivouchers, Sodexo, Fideliti, Corporate Childcare Solutions group (CCSG) and Busybees Benefits – please contact Mrs Mowle to confirm details of any new provider. You can still check your balance on Parentpay, after allowing time for the transaction to be manually updated by Mrs Mowle.

Children will not be allowed to continue at the club if arrears are not paid promptly. Debt recovery actions may be taken as per our Debt Recovery Policy. Should you consider that there are special circumstances, please make this known to Mrs Mowle in the school office. This will be treated in the strictest of confidence. Please remember that the club relies on your fees to meet its running costs.

4. Late Collections / Charges

Full and late sessions end at 5:30pm, and early sessions end 1 hour after school closes. Children should be collected promptly. If a child is picked up late from the full session a charge of £5 will be made for every 15 minutes beyond the collection time. The police and social care may also be informed.

If a child has not been collected on time, parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable by 5:30pm, the police and social care will have to be informed.

In all circumstances you are expected to ring the After School Club staff on 07534 190 273 to let them know if you are going to be late picking up your child and to report on progress if appropriate.

5. Behaviour

Children are expected to keep to the rules of the school during their time at the After School Club, and an information sheet informing you of the behaviour expectations and actions taken to deal with behaviour issues is attached for your information. Please let club staff know if your child has particular behaviour needs.



6. Staff

The After School Club has two coaches experienced in childcare and sports coaching for children from a company called Kick London who are DBS checked and first aid trained. The team is supplemented from time to time by members of our school staff who can provide cover if necessary. Kick London also work in our school during the day and so are familiar to our children and are included in training provided by the school such as child protection, first aid and school policies.

The maximum number of children will not exceed a ratio of 1 adult to 16 children (1:16).

7. Session Dates

Sessions will take place every day after school throughout term time. There will be no Club on days where the school is closed to children during the day, such as INSET days or if the school is being used as a Polling Station. For the first week in January each year the Club will be solely run by Holy Trinity school staff and not Kick London Staff. Activities may differ on these days from the usual schedule. Price per session will remain the same. On the last day of each term where school day finishes at 1pm, the Club will still run to 5:30pm with a flat rate of £25.00 irrespective of how long your child will be attending for.

8. School Cancellation of After School Club

If the school has reason to cancel After School Club, a text will be sent out as soon as a decision has been made. This could be due to short notice notification of use of school for Electoral purposes, or in the unlikely event that the club were unable to run due to premises or emergency issues. Payments do not usually leave ParentPay until the next day so no funds will be taken.

9. Healthy Snacks and Drinks

The Club provides a healthy snack for children. This is not meant to replace the child's evening meal and will typically consist of a small pitta pocket, bagel or wrap filled with plenty of fresh ingredients, plus fresh fruit or yoghurt or raisins.

Water is always available and children are encouraged to make use of their own water bottles.

If your child is allergic to any food or has any special dietary needs, please specify this on the application form and if necessary discuss with Mrs Mowle. All staff handling food have completed Level 2 Food Hygiene Certificate, as required.

If your child is only staying for the early session you may wish to send them with a piece of fruit to have as a snack during Club registration.

10. Child Security & Fire Safety

At the end of the school day children will make their own way to the hall where a register is taken for After School Club. For children attending other school clubs, they will be directed to the school hall once their club has ended. They will then be marked in the After School Club register. The school building continues to be secure throughout the After School Club session with access restricted by our security doors. There is a bell



to ring at the front door to alert After School Club of your arrival for collection of children. You must ensure that we are aware of the person who will be collecting your child

each day.

In the event of a fire, evacuation procedures are in place and children will be accounted for using the After School Club register

11. Child Protection

The Club is legally bound to report any forms of suspected abuse to the school's designated person that may become apparent whilst your child is in the school.

12. Illness and Welfare

The Club employs a qualified First Aider. Should your child become ill during this time and is considered too ill to be cared for by staff, you will be informed immediately and asked to come and collect them. The school office is manned to 5pm by the Receptionist, who is also a qualified First Aider.

All accidents will be recorded in the school's accident book and a medical form will be completed. The accident will be reported to the parent/carer when collecting their child. Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.

Please ensure that the club is informed of any circumstances that could affect your child's welfare or behaviour by including this on the application form and discussing this further with the staff. This includes if your child has a Care Plan, behaviour needs or is likely to attempt to leave the school premises.

The club makes every effort to accommodate and welcome any child, and will work in liaison with parents to take reasonable steps to meet specific needs. Parents should note however that After School Club is funded solely by the fees paid by parents of children attending and therefore we are unable to offer additional support for your child. Where we are unable to meet specific needs, liaison with parents may result in cessation of attendance or provision of additional staff support funded by the parent/carer if a 1:16 ratio is not appropriate.

13. Activities

The club provides a range of sports activities including football, rugby, cricket, boxercise, dance, tennis etc. and also non-sporting activities such as arts and craft and table top games.

Please note that children are asked not to bring in their personal possessions or games as the club nor the school cannot be held responsible for any loss or damage to personal property.

14. Complaints

Your views regarding After School Club are welcomed and you are encouraged to speak with Club staff, office staff or School Business Manager if you have any concerns.



If you are not satisfied with the outcome, a formal procedure is outlined in our Concerns and Complaints Policy which can be found on our school website.



The After School Club is a safe and happy place for your children to come after school has finished to experience both a wide range of exciting sporting activities, and also new and interesting crafts and games to help your child relax at the end of the day. Further information can be obtained from Mrs Mowle in the School office or the School Business Manager, Mrs Eden.



Appendix to Parent & Carers Information Guide Terms & Conditions for After School Club

Behaviour

Behaviour expectations in After School Club are the same as expectations in school in general. Children are expected to speak politely to adults and other children, play sensibly and to follow instructions given by adults.

After School Club staff follow these steps when dealing with behaviour issues:

1. A warning is given that the behaviour is unacceptable and should stop.
2. If the behaviour does not stop then the child will be asked to sit on a bench or stand by the member of staff for a few minutes if they are outside.
3. If the child will not stop the behaviour or refuses to do as asked, After School Club staff will follow school procedures.
4. If a child needs to be removed from After School Club, the parent/guardian will be called as a matter of urgency and the child will be sent to a member of school staff if appropriate.
5. After School Club staff will follow the behaviour sanctions of the school. In doing so, a child may receive a sanction the following day. The scale of the sanction will be dependent on the behaviour that has taken place. The After School Club staff will record these incidents and let relevant staff know if applicable, whilst also communicating to parents that an incident has taken place.
6. If poor behaviour persists and sanctions are required on repeated occasions, there may need to be a meeting with parents where solutions are discussed and exclusion from the club will be considered if necessary.



**KICK LONDON AFTERSCHOOL CLUB AT
HOLY TRINITY SCHOOL**

BUTE ROAD,
WALLINGTON,
SURREY, SM6 8BZ
020 8647 7496

APPLICATION FOR MEMBERSHIP

Child's Name.....Class.....D.O.B.....

Address.....

.....Post Code.....

Parent/Carer's Name.....

Telephone Number Home.....

Mobile.....

Work.....

Emergency Contact Person and Telephone Number.....

Which days do you wish to use Kick London? (Please delete as appropriate)

Monday Tuesday Wednesday Thursday Friday

Starting Date Required.....

Does your child have any medical conditions/food allergies/other factors about which we should know? **YES / NO** (Please delete as appropriate)

Please provide details.....

.....



Please provide details of all people who may collect your child

| Name | Relationship to Child |
|------|-----------------------|
| | |
| | |
| | |

I wish to apply for membership of the club for the above named child. I have been given and read a copy of the terms and conditions of the club and agree to abide by these.

Signed.....

Name (Please Print).....Date.....

Unless you hear from us to the contrary, your child will be able to attend the club