



Wyton on the Hill Primary School After School Club



Terms and Conditions for the After School Club (ASC)

The After School Club will aim to provide a safe, welcoming, out of hours and non-formal, but learning environment for the children of parents and carers. It is run by play-workers employed by Wyton on the Hill Primary School. The well-being and safety of all children is of paramount importance. As a fully inclusive club, the staff and school will work in partnership with parents and carers to achieve this. Policies connected with the operation of the Club may be viewed on the School's website.

Registration

1. The ASC is open to all children on roll at the Wyton on the Hill Primary School and those who attend the nursery.
2. All children who need to attend ASC must be registered to do so by a parent or guardian at https://forms.office.com/Pages/ResponsePage.aspx?id=im8EkJeujkOeg_lauyvvggDURPI1P3H1LmpyGPHZnozJUMVpZRTY4NDIPUudKS0k3M1hNVk4xMFRCMS4u before their first session.
3. Once the maximum number of child registrations has been reached a waiting list will be created with new registrations being added in the order they are received.
4. Parents/Carers are asked to notify the school if they will no longer require the ASC and their child's registration can be withdrawn, creating the space for another child.

Booking

5. Each month parents/carers of all registered children will be sent a link to an Attendance Booking Form and are asked to complete this showing the expected sessions their child(ren) will be staying in ASC in the period covered by the form (usually a month). An Attendance form must be completed prior to the child attending a session.
6. If a child has been previously booked to attend a session but there has been a change of plans, parents/carers are asked to notify the school office as early as possible so this can be noted on the register. The school reserves the right to charge if no notification is received.

Payment

7. Attendance at the ASC must be paid in advance through ParentPay and the school reserves the right to withdraw a child's registration if money is owed.
8. If the child is collected before 4pm then a discounted rate will be applied for that day.
9. A charge will not be made if a child cannot attend a previously booked session due to illness.

Timings

10. The After School club will operate from the end of school hours ie. 3.15pm until 6pm and 5.30pm on Fridays on term school dates only, and excluding staff training days.
11. Children can be collected at any time up to 6pm (5.30pm on Fridays).
12. Children must be collected by a responsible adult known to the child.
13. Parents/Carers need to collect children promptly and make sure their child is signed out.
14. If a child has not been collected by the end of the session, parents will be contacted in the first instance by telephone. If no contact can be made then the staff will try to get in touch with other contacts but if this is not possible after approximately 30 minutes, the police and Social Care will be informed.
15. Parents/Carers will be charged £2 for every 5 minutes after 6pm (5.30pm on Fridays) that a child has not been collected.
16. If a member of staff requests that a child is collected for any reason, arrangements must be made to accommodate this immediately.
17. If the ASC staff may not know the person who will be collecting a child, their name and a clear description of them over the phone to the ASC Manager or nominated staff member only should be given.

Behaviour and Safeguarding

18. As this club is part of Wyton on the Hill Primary School, the children will be expected to demonstrate respectful behaviour towards adults, other children and school resources in line with the current school Behaviour Policy, of which the children will all be aware and non-compliance could result in the school refusing to allow a child to attend the club.
19. If a member of staff has any concerns about a child's personal safety the school's current Safeguarding Policy will be followed.
20. The ASC staff will make every effort to ensure that items which your child has needed at school e.g. musical instruments are looked after but they cannot accept responsibility for any money, toys, mobile phones or valuable items.