



St. Andrew's
C.E. Primary School

After School Policy 2018

At ST Andrew's CE Primary after school club (STAR 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 STAR Club has three members of staff therefore can offer 20 places per session.

Enrolment and Booking:

To enrol your child(ren) in the STAR Club, a registration, consent and booking form must be completed: these can be obtained from the front office or via the website. Sessions for your child(ren) should be selected at time of enrolment. We will do our utmost to accommodate any requests to change sessions, but in order to do this, we do require notice to ensure staffing levels and planning of activities can be adjusted accordingly. Enquiries regarding the STAR Club should be made to the school office at the school (Telephone 01706 378991 or via email to office@standrewsce.rochdale.sch.uk). Please ensure you speak directly to a member of the school office as messages do not always get through to the staff in after school club.

Sessions:

The STAR Club will run Monday to Thursday term-time only. Sessions are available in advance only. Session times are as follows: 3.30pm – 5pm

Payment:

Advance payment is required to **secure your child's place** at the STAR Club. Refunds will not be made for any missed booked sessions, please see paragraph below on charges.

Charges:

The charge for each session is £6.00 per child. Payments can be made by cash/cheque (payable to St Andrew's CE Primary School). **Payments must be made in advance** of the date of attendance. Where a payment has not been received in advance a place at the club cannot be guaranteed. All payments are non-refundable as provisions are purchased based on the number of places a child is registered for. Refunds/credits will not be given for non-attendance/cancellations unless there are exceptional circumstances. This decision will be made by the school.

Booked sessions will be charged for, irrespective of absences, to cover staffing provision.

STAR Club finishes promptly at **5pm**. If you are persistently late a surcharge of £5 will be added to your bill. Continual lateness may result in your place being reallocated.

Should arrears total more than one week the parents who have not paid may be asked to make alternative arrangements.

Notice of any increase in charges:

We will give one month's notice, in writing to parents, of any increases in charges.

Included in the charge:

Children will be cared for by the STAR Club supervisor and STAR Club assistant. 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 STAR Club will use a variety of spaces within the school to operate.

Activities may include but will not be limited to:

Arts & crafts

Reading

Board games

Physical activity

Quiet space for homework

Cooking

And other such themed activities deemed suitable

Food and Drink:

Cereal bars

Yoghurt

Fruit

Fruit juices/water/squash

Dietary Needs and Medical Conditions:

We are unable to administer medication to a child at the club unless it is an Epi-Pen or an inhaler for which parents must have completed a 'Request and Consent for the Administration of Medication in School' form available at the school office. It is the parent's responsibility to ensure that all medication provided to the school has not exceeded its expiry date and is marked clearly with your child's name.

It is the parent's responsibility to disclose any special dietary needs or medical conditions on the booking form.

Children are not permitted to bring their own food to STAR Club unless this has been agreed in writing by the school in advance of their attendance at the club.

Ethos and policies:

The STAR Club will function under the ethos and auspices of all school policies. E.g. the behaviour policy,