



Abbots Hall Primary Academy After School Club

Welcome and thank you for showing an interest in our After-School Provision!

After-School Club Mobile – 07562 010472

Welcome to Abbots Hall Primary Academy After School Club and thank you for choosing us to help you with your out-of-school childcare.

The club is run by school staff, ensuring that those taking care of your children already know them well.

Objectives

- To provide a welcoming, safe, secure environment for pupils after the end of the school day.
- To provide children with a light evening meal and snacks.
- To provide an affordable service for working parents.

Organisation

The After-School Club is open to pupils attending Abbots Hall Primary Academy. Due to the number of staff required, if demand exceeds the number of places available, a waiting list will be maintained. The club will be open from the end of the school day until 6pm. It is held in the academy premises.

Parents must register their interest to the Supervisor on 07562 010472, providing their name, name of their child and year group. A Terms of Agreement document will be provided. This must be signed and returned. The child's details, medical conditions, parent's contact details, an additional emergency contact name, address and telephone number are held by the After-School Club. It is the responsibility of the parents to ensure that all details remain up to date and any changes are made accordingly via Arbor.

Booking

Parents are responsible for booking all sessions required via Arbor; this may be via the Parent Portal (website) or by downloading the Arbor app. Please visit the website (**abbots-hall.co.uk**) for full instructions on how to book using both methods. Cut-off for online booking is 16 hours before the club starts (11pm).

After School Club runs from end of school until 6pm; there is also an option to book from 4pm to accommodate Abbots Hall pupils who attend clubs, e.g. football.

Pricing policy

End of school – 4pm	£3.50	
End of school - 5pm	£7	
End of school - 6pm (With dinner)	£9	
4pm - 5pm	£3.50	Abbots Hall pupils only
4pm - 6pm (With dinner)	£7	Abbots Hall pupils only

This covers the cost of:

- Staff
- Food
- Equipment/day to day running costs

Please ensure you collect your child at the pre-arranged time. Collection any later than ten minutes after the booked time will extend the session to the next hour, the cost of which will be added to your fee.

It may be necessary to change fees from time to time; however, parents will be given at least one term's notice of this. Refunds are not given in cases of absence.

Payments

Payment should be made by one of the following:

- Via the 'top-up' function on Arbor
- *Childcare vouchers, quoting the school Ofsted number of 109308
- Cash at the school office.

Payment becomes due on the day of attendance, and no later than the end of the week the sessions are taken. Arrears that have not been cleared by the start of the following week may result in further sessions being cancelled until payment has been received.

*Parents paying via a voucher scheme must first speak to the school office for full details of settlement.

We understand that extreme circumstances can occur and there may be times when yourself or the person responsible for collecting your child/ren from After School Club may be late. If this is the case, we will need to be notified at the earliest opportunity using the After School Club telephone number. Alternative arrangements will need to be made for the collection of the child/ren. **If the child/ren are collected after the closing time of 6pm and a 'wait of grace' until 6.10pm, a charge of £10 per child will be added to your bill.** If this becomes regular, however, 'wait of grace' will not apply.

Cancellations and Amendments

Parents are not able to cancel or amend sessions via Arbor. Cancellations and amendments must be received by text to 07562 010472 any time before 9am on the day of the booking otherwise the full cost of the booked session will be charged.

Emergency Bookings

For same day bookings, **in emergencies only**, please contact the school office on 01375 673188. Unfortunately, we cannot guarantee a place will be available on the day as the club may already be at capacity.

Use of Registers

Children are registered as they begin the provision. The After-School Club staff retain the registers that are kept in the school office. At the end of the club the supervisor tallies the numbers attending. In case of an emergency where children must be evacuated from the building, the register must be taken, and the children checked against the register to ensure they are present.

Staffing and Supervision

The children are adequately supervised at all times by a minimum of two members of staff on duty. All members of staff have a valid DBS certificate. At least one member of staff on duty holds a current first aid certificate. At least one member of staff on duty has completed the food hygiene course. A register is taken of all children attending.

For pupils attending Abbots Hall Primary Academy, the child's class teacher will ensure that the children are handed over safely to the staff.

Food and Activities

Children will be offered a daily set menu of a snack and a light evening meal if booked until 6pm. Healthy food such as fruit or vegetables will always be available.

All resources necessary for the club will be purchased through the school budget designated for such purchases.

Behaviour Policy

Our Behaviour Policy will be in line with the School's Behaviour Policy. Children are expected to show a good standard of courtesy and behaviour at all times. If there are concerns with behaviour then parents will be contacted.

Exclusion from After-School Club will be the final sanction from such provision when all possible strategies have failed.

Fire Procedure

Children should exit Abbots Hall Primary Academy and assemble on the playground. All registers should be taken and the children checked.

First Aid

If First Aid is administered, the treatment given is recorded in the After-School Club's First Aid record book. A note and/or telephone call will be made to inform parents of any treatment the child has received.

Medication

During the school day any medicines are stored in the school office and parents needing to collect these within After-School Club hours will need to inform both the school office and the After-School staff. Parents who require staff to administer medicines should complete the Medication form, available from the school office.

Regarding the use of inhalers, which are normally stored in the classroom, parents are requested to provide the After-School Club with a separate inhaler for the children to use during out-of-school provision.

Risk Assessment

A risk assessment has been carried out for the After-School Club.

This Terms of Use document will be reviewed by the governing body as and when it is deemed necessary with changing circumstances and the extended numbers to the school.

PLEASE COMPLETE ALL SECTIONS OF THIS FORM IN CAPITAL LETTERS

General Data Protection Regulation 2018(GDPR): the school is registered under the GDPR for holding personal data. The school has a duty to protect this information and keep it up to date. The school is required to share some of the data with the Local Authority and with the Department for Children, Families and Schools, as well your child may transfer to/from another school (including secondary school transition).

Legal Surname:	<input type="text"/>	Forename:	<input type="text"/>		
Middle Name(s):	<input type="text"/>	Sex:	<input type="text"/>	Gender:	<input type="text"/>
Chosen Name:	<input type="text"/>	Date of Birth:	<input type="text"/>		
Address:	<input type="text"/>				
	<input type="text"/>				
Post Code:	<input type="text"/>	Home Phone:	<input type="text"/>		

On the next page please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the order you wish them to be contacted in an emergency.

Priority	Does this Person have Parental Responsibility for The above child?	Title, Name and relationship to child (eg mother, grandparent, childminder, family friend etc.)	Home Address Including postcode	Telephone
1	Yes <input type="checkbox"/> No <input type="checkbox"/>			Work
				Mobile
				Home
			Email Address	
2	Yes <input type="checkbox"/> No <input type="checkbox"/>			Work
				Mobile
				Home
			Email Address	
3	Yes <input type="checkbox"/> No <input type="checkbox"/>			Work
				Mobile
				Home
			Email Address	
4	Yes <input type="checkbox"/> No <input type="checkbox"/>			Work
				Mobile
				Home
			Email Address	

Additional information:

MEDICAL INFORMATION:

Doctor:	Telephone:
Surgery Address:	
Health Record: (Please give details of any medical information necessary for the care of your child in school, eg disabilities, allergies, long term medication, hayfever, asthma etc.)	
Does your child have any special dietary requirements?	Yes No
If yes please give details:	

Medication

The registration form also asks for medical details and any medication that your child takes. The club follows the Abbots Hall Primary Academy Medication Policy that states that only oral medication that is prescribed by a doctor with their name on the prescription label can be administered.

If your child needs medication during the time that they are with us we ask that you complete and sign a medication form available from the club or the main school office.

Asthma: If your child has asthma please ensure that they have a pump that is available for them to bring to club and you have completed a medical form.



Terms of Use

Our After-School Club is a non-profit making activity but is charged by the governors of Abbots Hall Primary Academy with being self-sustaining. For this reason a few non-negotiables are in place and are set out below. As a service user of the provision we would like you to read these and **sign overleaf** to say that, whilst using our out-of-school childcare, you will adhere to them.

Payment:

Whilst it is not essential to pay in advance for each of the sessions that your child/ren attend for After-School Club, it is recommended. **Payment is expected on the day of attendance and no later than the end of the week the sessions are taken.** Failure to do so may result in your child losing their place at the club.

The cost for each session is as follows:

End of school – 4pm	£3.50	
End of school - 5pm	£7	
End of school - 6pm (With dinner)	£9	
4pm - 5pm	£3.50	Abbots Hall pupils only
4pm - 6pm (With dinner)	£7	Abbots Hall pupils only

Payment can be made via the 'top-up' function on Arbor, cash or childcare vouchers (using the school Ofsted number of 109308).

Cancellations

Whilst we fully understand that there are times that circumstances mean changes in arrangements, due to the non-profit making nature of our club **there is a non-refundable policy for cancellations after 9am on the day of provision.** This is to enable us to offer the place to others on the waiting list so that the club remains self-sufficient. The exceptions to this are in the event of sickness with absence from school.

Contacts:

When you complete your registration form you are asked to supply contact details for responsible adults who can be called on whilst your child is at the club. We would ask that you give us access to a minimum of three adults including the main contact.

It is important that you keep these details current and up-to-date so that we can contact you if necessary. Parents can apply to make changes via Arbor.

It must be noted that only adults who have been named on the registration form or subsequent updates will be able to pick your child up from Abbots Hall Primary Academy After-School Club.

Finally, we aim for your child to enjoy their time with us. Please feel free to contact us at any time if you think there is something that needs to be shared or discussed.

Many thanks,
Abbots Hall Primary Academy After-School Club Team

After School Club

1. I agree to my child.....attending After School Club.
2. I understand that the school and the organisers will take all reasonable and proper precautions for the care and safety of my child and of his/her personal property. I also understand that the School and the organisers will only be responsible for any injury or loss of personal property if this is caused by the School's negligence.
3. I agree to inform the school of any relevant medical or other special circumstances affecting my child, including any treatment. (Note below under medical conditions).
4. I give permission for any first aider to give treatment for any injury, and to authorise hospital treatment if necessary, provided reasonable attempts have been made to contact me.

Photographs

☐ Yes, I give permission for my child to be photographed for Dojo & Newsletters etc

☐ No, I do not give permission for my child to be photographed for Dojo & Newsletters

I have read the terms of use of Abbots Hall Primary Academy After School Club and hereby agree to all terms.

I/We understand that all information is requested in the best interest of my/our son/daughter and that this information may be placed on record, which would be made available for my inspection if I so required.

Signed: (Mother/Father/Legal Guardian)

Print:.....

Date: