



## **SEA MILLS PRIMARY SCHOOL**

Aspire • Believe • Succeed

### **After School Club Procedures**

After School Club is open to any child attending the school from Reception to Year 6. This policy does not relate to extra-curricular activities.

#### **Aim:**

- To provide a fun, welcoming and safe environment for pupils from the end of the school up until 6.00 pm where needed
1. Sessions cost £10 per child and fruit and a snack are provided.
  2. If you require sessions on the same day each week then a permanent booking will need to be made to guarantee sessions. Regular Booking Request Forms are available at the office.
  3. If you require a permanent session booking but there are no spaces available then your name will be placed on the waiting list and you will be contacted when a space becomes available on your requested day. There is a maximum capacity of 15 children per session (with a maximum of 8 per session aged under 5 years) when there is the usual 2 staff working. The waiting list operates on a priority system.  
Priority is given in the following order:
    - I. Children who attend regular booked sessions but were unable to have all of their originally requested days accommodated
    - II. Siblings of children who already attend ASC regular booked sessions
    - III. Looked after children
    - IV. All other children

Your request will remain on the waiting list until such time as a space becomes available or you no longer wish to be on the waiting list.

4. Bookings should be made over the phone or by email with the school office ([sea.mills.p@bristolschools.uk](mailto:sea.mills.p@bristolschools.uk) 0117 903 0088) with payment via the school gateway app. Payments by instalment will be reduced from your invoice and you will be notified of the amount still outstanding.
5. Invoices are issued for those with an agreed permanent booking, on a termly basis at the start of each term. You can choose to pay weekly, monthly, termly or in instalments but invoices must be cleared by the end of the term to ensure ongoing provision for the following term. Should any session fees remain outstanding at the end of the term, no further sessions will be accessible the following term until the outstanding session fees have been cleared and may result in the loss of your child's permanent booking if a waiting list is in operation.

6. Ad-hoc sessions can be booked up to 3 pm the day before the session and must be paid for in advance. Bookings are dependent on session availability as permanent bookings take priority.
7. All changes in fees will be communicated to parents at least 6 weeks in advance. Fees are payable in full for all absences. Refunds will be offered for any sessions affected by strike action or severe weather conditions.
8. Only one parent should pick up their child. Children must be picked up by 6pm as late collection incurs staff overtime. If a child is picked up after 6pm you will be required to sign the late collection book and will be liable to pay a £10 fee per child.
9. If you have made a permanent booking and wish to increase or reduce the number of sessions, we require one month's notice. Your permanent booking pattern will automatically roll over in to each new term and subsequent change in year group until we are advised otherwise. After school club will be offered but there will be a limit of 15 children and spaces must be pre booked.

**Please sign and date below and return to the School Office as acceptance of terms of the After School Club. Please note, no After School Club sessions can be offered without this document being signed.**

**Name of child:** \_\_\_\_\_

**Parent/Carer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Updated May 2022