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**SEA MILLS PRIMARY SCHOOL AND NURSERY  
SCHOOL**

Be Kind • Be Brave • Be your best

After School Club Procedures

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After School Club is open to any child attending the school from Reception to Year 6. This procedure document 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 £12 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 18 children per session (with a maximum of 6 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. 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.

5. Regular bookings can be made by completing a form from the office. Payments will be collected via the Arbor app. Payments by instalment will be reduced from your invoice and you will be notified of the amount still outstanding.
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. 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 register with the time collected. This could mean you 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 into each new term and subsequent change in year group until we are advised otherwise.
10. ASC does not run on the last day of T2, T4 and T6. You will not be billed for these sessions.

### **Safeguarding, Fire & Medication**

10. All staff will be DBS checked and will follow school safeguarding policy and procedure. In the event of a fire, children and staff will follow the normal school procedures. Medication will be administered according to existing school policy.
11. At the time of booking, parents will need to identify if there is a medical/dietary requirement.
12. Children with allergies or dietary requirements will be identified with a M next to their name. Further information about the need will be kept in a folder so all staff are made aware.

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

**Medical/Dietary requirements:** \_\_\_\_\_

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

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