



Welcome to the L'After Club

For pupils of
Lainesmead Primary School

Monday to Friday

3.15pm to 4.30pm

Term time only

Introduction

We hope you find this pack informative and helpful. If you have any further questions please ask a member of the office staff who will be more than happy to help you.

The L'After club is open to all pupils who attend Lainesmead including Nursery children.

Before your child can come to the club you must complete the registration form and the L'After Club Agreement, you will find both of these forms at the back of this pack.

Club times

- **Monday to Friday term time only 3.15pm to 4.30pm**

Club fees

- **£4.00 per session**

Bookings

Booking can be made either by using the booking form or by emailing nartus@lainesmeadprimary.co.uk

Bookings **MUST** be received no later than 9am on the Thursday prior to the week of your required sessions.

All bookings must be paid for at this time - bookings will not be accepted without payment.

You may make a termly booking by filling in the form or emailing your request but be please aware your booking is not guaranteed until payment has been received and acknowledged. If there are places available we will take on the day bookings but payment must be made at the same time.

Booking cancellations

24 hours prior notice is required for cancellations if you wish money to be refunded.

Payments

Payment can be made by cash, cheque, childcare vouchers or online.

Cash and cheques

Please ensure cash or cheques are in a named envelope and paid in at the school office at the same time as your booking. Cheques should be made payable to: Lainesmead Primary School. If you require a receipt please request one.

Child Care Vouchers

We currently accept vouchers from these suppliers:

- Edenred
- Fideliti
- Busy Bees
- Allsave

If you would like to use childcare vouchers please provide the name of your supplier to the school office and we will register an account with them on your behalf.

Payment online

All our services can be paid for online. Please access www.payyourschool.co.uk (you will need an activation code to register - please see the school office if you need reminding of this) once registered or if you are already registered access the school club section and make payment for the L'After Club there.

Late collection fees

Persistent late collection of children after 4.30pm will result in a late collection fee of £5.00 per 15 minutes of lateness.

Club Structure

The club is held in the school library. Children are brought to the club by their class teachers at the end of the school day. They are offered a drink of water or milk and a fruit snack.

The club time table is shown below:

| | |
|-----------------|--|
| 3.15pm - 3.30pm | CHILL-AX drink and fruit snack |
| 3.30pm - 4.30pm | Free choice play including art & crafts, computer time, toys, board games, sport, playground games. |

The time table allows fun and relaxation for the children.

In the summer, weather permitting, children have supervised access to the school grounds and take part in team games on the playground or school field.

Staff

Lainesmead staff look after the children in the club; they fully meet the criteria required to look after and care for children.

Collection

When you pick your child up from club you will need to ring to doorbell on the right hand side of the door - it is clearly marked.

A member of the club's staff will let you into the school and ask you to sign your child out of club.

Your child will then be brought to you in the school reception area.

PLEASE NOTE: For safety and security reasons parents or carers are not permitted access to the club for any reason.

If you are going to be late collecting your child you **MUST** contact the club on 07789 028469 to let staff know and to give an estimated time for your arrival.

If someone other than the person who usually collects you child comes to pick them up you must make sure a member of the school office is aware that this will be happening.

If staff are in any way unsure of the person collecting your child they will ring you to obtain your consent before they release your child.

Children are not permitted under any circumstances to walk home alone after their session has finished.

Club rules and sanctions

We have a mixed range of ages and abilities so club rules are important to ensure we keep children safe whilst having fun. Children are expected to follow club rules at all times.

Club rules

- Children must respect staff, each other, the clubs resources and environment.
- Children must use their manners and be polite.
- Children must listen to staff and follow instructions.
- Children must be aware that others are still working during club time and move quietly around school.

Club sanctions

If a child displays repeated poor behaviour or disruption in the club they will be given a time out of 5 - 10 minutes to reflect on their mistakes and what they need to do to put things right. The child will then be given an opportunity to make things right. For example this could be saying sorry to a club mate they have upset.

Persistent unacceptable behaviour and/or disruption at the club will result in a child forfeiting a favoured activity such as missing a session of computer time.

The school reserves the right to withdraw the offer of a place in the L'After Club should a pupil's behaviour give cause for concern over their ability to participate in a responsible and acceptable manner in line with the school behaviour policy.

The school also reserves the right to withdraw the offer of a place in the club if there are concerns with regard to Health & safety.

If you are unhappy with the club

We are confident we offer you and your child the best after school care available at the best price possible. However should you have any concerns please speak to a member of the club staff who will try to resolve your issue.

Child Protection and Safeguarding Children

*We are required by the Children's Act (1989) Regulations to keep and maintain information about your child. The information given is **CONFIDENTIAL** and used on a need to know basis only.*

All carers of children have responsibility to promote the welfare of the children in their care in line with Department for Education guidelines. The schools Child Protection Policy ensures this duty is fulfilled and staff are fully aware they have a safeguarding duty to report any concerns to the Assistant Head Teacher who is the school's Child Protection Officer.

Club closures

The club **WILL NOT** be available on whole school closure days, holidays, emergency closures or if any industrial action is being undertaken by staff.

Lainesmead Primary School reserves the right to withdraw the L'After School Club service at any time.

L'After School Club - Pupil Registration Form

To be completed and returned to the school office

| | Child's name | DOB | Age | Class |
|-----------------------|--------------|-----|-----|-------|
| 1 st child | | | | |
| 2 nd child | | | | |
| 3 rd child | | | | |

Please give names and contact numbers of carers who have your permission to collect your child

| | | |
|---------------------------------|-----------------------|-----------------|
| Name of 1 st contact | Relationship to child | Contact number: |
| Name of 2 nd contact | Relationship to child | Contact number: |
| Name of 2 nd contact | Relationship to child | Contact number: |

Your child's address:

Please state any special health requirements or food allergies that effect your child

Signed by parents:

Date:

Print name:



L'After School Club - Booking Form 2017/2018

To be completed and returned to the school office

| Child's name | Class |
|--------------|-------|
| | |
| | |
| | |

Please tick the sessions you wish to book

| Week Commencing | Monday | Tuesday | Wednesday | Thursday | Friday | Please enter total fees |
|-----------------|--------|---------|-----------|----------|--------|-------------------------|
| | | | | | | £ |
| | | | | | | £ |
| | | | | | | £ |
| | | | | | | £ |

| |
|----------------------------------|
| Cheque / cash enclosed: £ |
| Online payment £ |
| Date made: |

- Bookings will not be accepted without payment - please make sure you have enclosed your fees.
- The booking form must be returned to the school office no later than 9am on the Thursday prior to your requested booking.
- Places are limited and not guaranteed until a confirmation email or text has been sent to you.

| | | | |
|------------------------|--------------|---------------------------|------------------|
| School use only | SIMS: | Confirmation sent: | Register: |
| School use only | SIMS: | Confirmation sent: | Register: |

L'After School Club - Terms and Conditions

To be signed by parent/carer and returned to the school office.

I have read the contents of the welcome pack and agree to:

- provide up-to-date information about my child including any change of contact details.
- pay for bookings by 9am on the Thursday prior to the week of the booking.
- pay fees for booked dates - I accept fees are still payable if my child is absent for any reason and I have not cancelled my booking with 24 hours notice.
- ensure my child is collected on time at the end of their booked session.
- pay late collection fees as outlined in the welcome pack.
- ensure my child abides by the rules of the club and behaves accordingly.

Signed by parents:

Date:

Print name: