



ST. BEDE'S CATHOLIC PRIMARY SCHOOL



Popley Way, Basingstoke

Hampshire, RG24 9DX

Headteacher:
Mr J Carroll

www.stbedesprimary.co.uk

Tel:01256
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After School Club Information

Before you are able to book a place for your child at our After School Club, you will be required to complete a registration form. Once this has been processed, you will be able to book any available spaces online via Scopay:

<https://www.scopay.com/login.html>

Please contact the school office if you require an access code to set up online payments.

Booking Options

We will be offering two different booking formats: Contract Bookings and Adhoc Bookings.

Contract Bookings will provide you the security of a long-term guaranteed place for your child. You will be required to pay monthly in advance on the 1st of each month for the coming month. You will need to give one months' notice if you no longer require a place. For Contract Bookings an additional contractual agreement will need to be signed and completed.

Adhoc Bookings allow you the flexibility of being able to book sessions as and when you need them. Payment must be made at the point of booking.

Parents are able to combine the two methods of booking if they wish. All bookings are subject to availability.

Organisation

The After School club is open to pupils attending St Bede's Primary School only. We operate on a ratio of 1:8, all children are welcome who can work within our ratios. The club will be open from 3.30pm until 6pm each day. Pupils will be collected from a designated area within school by a staff member at the end of the school day.

The After School club will be held in the Music Room however, some activities will take place outside if the weather permits. The club will be providing a wide range of activities for example: arts & crafts, board games, computer games, cooking, reading, woodland activities etc. The children will also be provided with a picnic style tea.

Children's details, medical conditions, their parent's contact details, and additional emergency contact name, address and telephone numbers will be made available to the After School club Manager from the school records. It is the parents responsibility to ensure the school office has up to date details for their child.

After School Club will not run on INSET days or school holidays.

'Love one another as I have loved you'



Late Fees

A late collection fee of £5 per 5 minutes will be charged after 6pm (from 6pm we will contact your emergency contacts, from 6.30pm Social Services must also be notified)

Cancellations

No refunds/credits will be given if your child does not attend due to sickness or any other reason. For Contract Bookings, one month's notice is required for any reduction of sessions or cancellations. For Adhoc Bookings, two week's notice is required for any cancellations.

Collection

For collection before 5pm, please use the Church carpark and report to reception. From 5pm onwards, please use the school car park and make your way directly to the Music room via the playground (wooden building at the end of the KS2 playground).

Staffing and Supervision

The club will be run by the After School Club Manager, assisted by other members of staff. All members of staff are DBS checked. At least one member of staff on duty holds a current first aid certificate.

Fire Procedures

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the nearest exit. They will congregate on the school's playground in a line. The club's register for the day will be called and all names will be checked. There will be a periodic fire practice in accordance with the School's emergency fire and evacuation policy.

Health and Safety

Existing school Health and Safety Policies will be followed by the After School club.

Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of the After School Club will have current DBS clearance. These records are held in the school office. Club staff will follow existing school policies and procedures for child protection and the code of conduct.

Behaviour

Behaviour expectations for After School club are the same as during the school day. If a child persistently misbehaves, a warning letter will be sent to parents and a further incident could result in the child being refused a place at the club.

Policies and Procedures



After School club will follow the schools own policies and procedures and these are available from the school office.

Accidents

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book. After School club will follow the school's first aid policy.

Medication

Inhalers are kept in the school office. If a child needs their inhaler then the second member of staff in the school will be summoned to fetch the inhaler. Other medication will be administered according to the existing school policy on medication.