



Aldborough Primary School  
AFTER SCHOOL CLUB  
BOOKING FORM

[afterschoolclub@aldborough.norfolk.sch.uk](mailto:afterschoolclub@aldborough.norfolk.sch.uk)

Tel: 01263 761264 (09.00 - 15.00)

Tel: 01263 768965 (ASC hours only)

## ***Welcome to Aldborough Primary After School Club***

The key aims of ASC are to provide affordable, sustainable high quality out-of-school hours childcare for our parents/carers. Children attending the After School Club are provided with a range of supervised play activities in a safe, supervised and nurturing environment. We highly value this opportunity for our pupils to develop their personal, social, emotional and intellectual capabilities, with pupil voice integrated into the choice of activities.

### **Admissions**

- Only children who attend Aldborough Primary School are eligible to attend.
- An ASC registration form must be completed before a child can attend.
- All places are subject to availability – pre-booking in advance advised if possible.
- Attendance is recorded in a register that is kept in the school office.

### **Booking**

Aldborough After School Club offers 2 sessions:

- 15:15 – 16:30 £5.50, including drink and snack (Mon – Thurs)
- 15:15 – 17:30 £10.00, including drink and more substantial snack (Mon-Thurs)

Within these sessions further extra-curricular activities may be offered, with these being available only to those attending ASC eg. Forest School, Choir, Sporting activity

It is advisable to book sessions in advance using the ASC booking form or by emailing [afterschoolclub@aldborough.norfolk.sch.uk](mailto:afterschoolclub@aldborough.norfolk.sch.uk) detailing the sessions you would like your child to attend. By booking in advance you can guarantee your child's place and activities can be planned with their interests in mind.

Sessions can be booked on an ad hoc basis, depending on availability, by emailing [afterschoolclub@aldborough.norfolk.sch.uk](mailto:afterschoolclub@aldborough.norfolk.sch.uk) or calling 01263 761264 before 14:30 on the day. Should you opt to telephone to make a booking please also send a follow up email as a record of your booking. (Please do not use the school office email address – this gets rather full already and your booking may not be received by the ASC administrator.)



If you have made an ASC



booking and your child is



going to be absent for any reason, notice must be given or a charge may be due. This is at the discretion of the school.

## **PAYMENT**

Using the ASC attendance register, charges for sessions will be added to your child's Pupil Asset Payment account. This will be done at the start of the following week, with invoices being available upon request by emailing the ASC.

Whilst it is understood that late collection can occur, it should be noted that children booked into Session one but being collected in Session 2 will be charged for the full session.

## **Arrival**

Before the end of the school day teaching staff are provided with the names of children in their class attending ASC on that day.

- The ASC session always starts with a register being taken.
- The dining room is used solely by ASC from 15:15.
- ASC staff liaise with the office for any child on their list not accounted for.

## **Facilities**

Aldborough ASC has sole use of the school's dining room, hall and Studio. Access to the school grounds is also available when required. All ASC sessions begin in the dining room, providing access to the secure front playground, and end in The Studio. There is a balance of indoor and outdoor activities, weather permitting, with toilet facilities available at all times.

## **Collection**

Parents/carers collecting their child from After School Club should do so from the front playground/School Reception area. Please ring the doorbell by the school front entrance and wait for a member of staff who will bring your child/ren out to meet you.

To minimise disruption to the session, we are encouraging collection to take place on the half hour from 16:00 (16:30, 17:00, 17:00).

Please note that adults collecting children from ASC must be named on the child's registration form. If they are not known to the ASC staff, they will be asked to identify themselves using their full name. (Bringing photographic ID would be advisable.)

If you are running late/experiencing a problem with collection during ASC hours please call ASC on 01263 768965. After 17:40 a late collection charge may be levied at the discretion of the school at £1 per minute per child.



If a child has not been



collected by 17:30



parents/carers will be contacted in the first instance by telephone. The additional contact numbers will be telephoned in the second instance. The police and Social Services will be informed if no contacts are available after approximately one hour.

## **Behaviour**

Aldborough Primary School Behaviour and Keeping Children Safe policies apply to ASC activities. This is available on the school website and upon request. ASC staff will always work with children and their parents to resolve issues, promoting and supporting positive behaviour at all times.

## **First Aid/ Medication**

All accidents are recorded in the school accident book, reported to the parent/carer upon collection. Should a child become unwell during ASC then their parent/carer will be contacted immediately to come and collect them.

If medication has been prescribed by a doctor then this can be administered by ASC staff if required. To do this a Medication at School form needs to be completed by the parent/carer. Non-prescribed medication can be administered at the discretion of the ASC staff. A signed permission form is required. All medication should be in its original container and clearly labelled with the child's name.

## **Feedback/Concerns**

Information and ASC news can be found on the school website. Should parents/carers have any feedback or a concern/query, then please don't hesitate to speak to a member of the ASC team upon collection or email [afterschoolclub@aldborough.norfolk.sch.uk](mailto:afterschoolclub@aldborough.norfolk.sch.uk) Staff treat all information received/parental concerns with discretion and confidentiality.

