Aldborough Primary School

AFTER SCHOOL CLUB

BOOKING FORM

afterschoolclub@aldborough.norfolk.sch.uk

Tel: 01263 761264 (09.00 – 15.00)

Tel: 01263 768369 (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 is essential.
- 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 £6.00, including drink and snack (Mon – Thurs)
- 15:15 – 17:30 £10.00, including drink and more substantial snack (Mon-Thurs)

It is essential to book sessions in advance using the ASC booking form or by emailing 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 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 p.m..
- 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 and hall, there is also access to the school grounds when required. All ASC sessions begin and end in the dining room, providing access to the secure front playground. 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/Dining room area.

Any parents/carers using ASC for the first time will be given a unique password to tell the staff in order to identify themselves.

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

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 and in some cases, a password will be required. (Bringing photographic ID would be advisable.)

If you are running late/experiencing a problem with collection during ASC hours please call ASC on 01263 768369. After 17:40 a late collection charge will 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 Staff treat all information received/parental concerns with discretion and confidentiality.