

St. Anne Line Catholic Junior School



Session Times: 3:05pm until 5:00pm
3:05pm until 6:00pm

Cost: £8.50 per child per day
£10.00 per child per day

There will be staffing to cover 16 places only, therefore this is open to Junior School children, on a first come first served basis. PLACES MUST BE BOOKED AND PAID FOR TWO WEEKS IN ADVANCE. Parents may book places for up to half term. Payment must be received with the booking form.

Booking Form January - March 2018

Child's Name: **Class:**

W/b: 1st January 2018		
Day	3:05-5:00pm	3:05-6:00pm
Monday	School Holidays	
Tuesday	School Holidays	
Wednesday	School Holidays	
Thursday		
Friday		

W/b: 5th February 2018		
Day	3:05-5:00pm	3:05-6:00pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

W/b: 8th January 2018		
Day	3:05-5:00pm	3:05-6:00pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

W/b: 19th February 2018		
Day	3:05-5:00pm	3:05-6:00pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

W/b: 15th January 2018		
Day	3:05-5:00pm	3:05-6:00pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

W/b: 26th February 2018		
Day	3:05-5:00pm	3:05-6:00pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

W/b: 22nd January 2018		
Day	3:05-5:00pm	3:05-6:00pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

W/b: 5th March 2018		
Day	3:05-5:00pm	3:05-6:00pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

W/b: 29th January 2018		
Day	3:05-5:00pm	3:05-6:00pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

W/b: 12th March 2018		
Day	3:05-5:00pm	3:05-6:00pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

W/b: 19th March 2018		
Day	3:05-5:00pm	3:05-6:00pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

W/b: 26th March 2018		
Day	3:05-5:00pm	3:05-6:00pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday	Bank Holiday	

N.B: All sessions will end promptly and parents will be required to sign an agreement to be at the pickup point of the school five minutes before the end of the session to ensure the children are collected promptly. If parents/cares are late in collecting children they will be charged overtime costs (£10 for the first 15 minutes, and £20 thereafter). This will be payable before the end of the working week in which costs are incurred. There will be a restriction on any further booking if these charges are not met.

St. Anne Line Catholic Junior School



REGISTRATION FORM

Child's Name:..... Date of Birth:.....

Address:.....

.....Post Code

Email Address:.....

CONTACT NUMBERS:

Home :

Mother:

Father:

Other:

Allergies (INCLUDING FOOD):

.....

Medical Conditions:

.....

PARENT'S NAMES:

Mother:

Father:

NAMES OF ALL ADULTS WHO HAVE PERMISSION TO COLLECT YOUR CHILD FROM THE AFTER SCHOOL CLUB:

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St. Anne Line Catholic Junior School



TERMS AND CONDITIONS

CHILD'S NAME:..... CLASS:.....

- The following are the terms and conditions for your child attending St. Anne Line Catholic Junior School After School Club.
- All parents who wish their child to attend After School Club will be required to complete a registration form and make a payment prior to admission to the club.
- St. Anne Line Catholic Junior School Club operates between 3:05pm and 6:00pm each week during term time only.

Fees Payable

Fees are payable for all sessions in advance either at the:

- Beginning of each Half Term.
- Two weeks in advance.

Payment can be made either in cash (in a sealed named envelope), or cheque made payable to *St. Anne Line Catholic Junior School*, and must be handed in to the school office with a completed booking form (available from the School Office).

Fees will be payable in full for all sessions booked where:

- You choose to take an unauthorised holiday during term time.
- You choose to take an authorised exceptionally circumstance leave during term time.
- Your child is ill and absent from school.
- You have booked a place and your child does not attend, but has attended school during the day.

Please telephone the school to inform us that your child will be absent from the school After School session.

If you would like your child to attend any of the extra-curricular clubs after school, running up to 4:15pm at the latest, payment will still need to be made for that session if you require your child to attend the After School Club afterwards.

Lateness

All sessions will end promptly and parent/cares are required to be at the pickup point of the school **FIVE** minutes **BEFORE** the end of the session to ensure children are collected promptly. If parents/carers are late in collecting children they will be charged staff overtime costs (£10 for the first 15 minutes, and £20 thereafter). This will be payable before the end of the working week in which the costs are incurred. There will be a restriction on any further booking if these charges are not met.

Non-Payment of Fees

If you are experiencing any financial difficulties, please speak to a member of the school Office Staff. Non-payment of fees for more than two weeks will result in your child's place being suspended until all fees are paid up to date.

Health and Safety

To ensure the safety of all children who attend the After School Club, we require a named person/s that will be collecting your child from the club on a regular basis. This information will be required on the Registration Form. Please note that we will not hand over any child without prior permission and my contact you to clarify this person.

It is important that we are fully informed and aware of any changes in your child's health and need to know details of any medical conditions or allergies your child suffers from. Should your child become unwell or incur any injury in our care we will contact the parent/carer.

In order to meet and maintain food hygiene legislation, we request that children do not consume any food brought in from home whilst attending St. Anne Line Catholic Junior School After School Club.

Personal Property

Whilst every care will be taken, the school cannot be held responsible for any loss or damage to a child's property. We request that children's own toys are not brought into the club. All items of clothing must be clearly named.

School Closure

Where there is a planned closure during Term time (Staff training organised by the school), the After School Club will be closed. Fees will not be payable for this day.

Where there is an unexpected school closure, due to inclement weather, power failure, or industrial action, the After School Club will be closed. Fees will not be payable for this day. Any fees already paid will be returned or credited back to the parent.

Behaviour Management

Everybody is encouraged to treat each other with care and respect and behave in a manner that is acceptable. It is our policy that all staff treat children with respect and that behaviour is managed within a positive framework, using the school's Behaviour Management system.

- Continuous unacceptable behaviour will be challenged by staff and recorded in an incident book. Parents will be asked to sign this entry.
- If there is no improvement in behaviour, parents will be invited to discuss the matter further with the Club manager and agree an action plan.
- Where a child is continually disruptive, the parent will be asked to keep the child away for an agreed period of time.
- When children and/or their parent display behaviour likely to cause offence, St. Anne Line Catholic Junior School reserves the right to refuse or withdraw the place within the Club immediately.

Cancellation of place

If your allocated place is no longer required we require one week’s notice. This notice is required in writing and given to the school office. Fees are payable to the end of the period of notice and parents will not be entitled to any refund on monies paid for this period.

Complaints procedure

If you or your child is unhappy with the service or the staff, please discuss your concerns with the Club Manager on site, or a member of the school’s Senior Leadership Team. Your concern will be treated with respect and confidentially.

St. Anne Line Catholic Junior School reserve the right to amend these terms and conditions at any time. Parents will be informed of any changes and required to sign a new agreement.

St. Anne Line Catholic Junior School - After School Club

I have read, understood and agree to the terms and conditions of St. Anne Line Catholic Junior School After School Club.

Signed parent/carer:

Date: