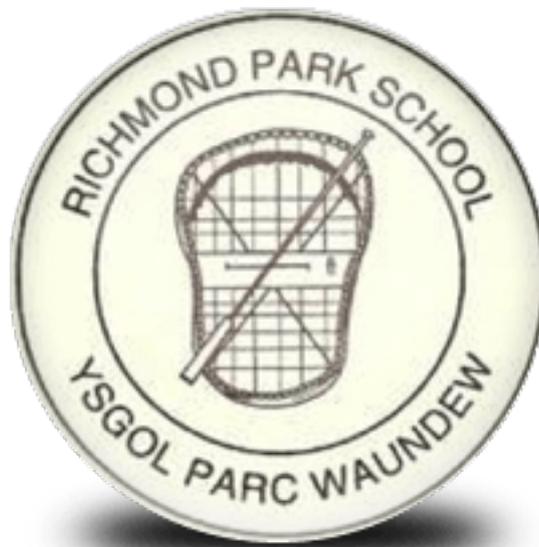


**Ysgol Gynradd Parc Waundew  
Richmond Park Primary School**



**After School Clubs**

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**Terms and Conditions**

## Richmond Park School – After School Clubs – Terms and Conditions

### Introduction

Richmond Park School have two After School Clubs (Youth Club and Clwb Cwl) which run one after the other. Our clubs aim to meet the childcare needs of parent/carers of Richmond Park School, whilst also providing a stimulating and safe environment where pupils are looked after in a warm and secure setting on the school premises. You can book your child in to club by visiting the school office during school hours or calling the school on 01267 235001/238298.

### Times

**Youth Club** - Mon – Fri - term time only – 3.15-4.00pm

**Clwb Cwl** – Mon – Fri – term time only – 4.00-5.30pm

(Please note: The clubs will not be open during staff INSET or twilight training days, but we will provide parents with sufficient notice if the club needs to close at any other point in the year).

### Snacks

We provide a healthy snack and drink for the children who attend Clwb Cwl after 4pm.

### Cost

**Youth Club** - £1.50 per child per day. If children are not collected in time from Youth Club (4pm latest), they will be automatically placed in Clwb Cwl and charged the full amount.

**Clwb Cwl** – £4 per child per day (includes a snack and drink). The cost for this club is fixed, therefore parents will pay £4 if children attend for 5 minutes or 90 minutes.

**BONUS:** If your child attends both clubs 5 times, you will receive the 6<sup>th</sup> session for FREE!

### Fees are payable :

Daily/weekly in advance.

### Ways to pay

By cash or cheque (made payable to Richmond Park Primary School) either to a member of the after school team or via the school office. Parents can also pay electronically through their ParentPay account. A receipt will be issued to parents upon payment.

(Please keep your receipts for your own recording purposes).

### Failure to pay fees

Our after school clubs should be paid in advance where possible, however we appreciate that this may not always be possible if the club is being used for emergency purposes, therefore we will accept payment as soon as possible after this. Your child will not be able to attend the after school clubs if the fees reach a debt of 1 weeks' attendance, unless alternative payment terms are in place.

### Late pick up fees

Clwb Cwl finishes promptly at 5.30pm and children must be picked up on time. Due to the financial implications for the school when a child is picked up late (e.g. running costs, staff costs, etc), there will be a late charge of £5 per 15 minutes for each pupil until the child is collected. We hope parents understand that there are also other implications (e.g. club staff needing to leave immediately for transport, family and other work commitments), so we kindly ask that any lateness is limited to the very rarest of occasions. Parents must call the club mobile number if they are going to be late to collect their child, or to authorise another adult to pick up their child. If your child is to be collected by an older sibling, the club will need written permission from the parent.

If a child is picked up late more than 3 times in any one half term period, the school reserves the right to withdraw that child's place from attending the club in future. If a child is not picked up on time where no contact has been made and the staff cannot reach a parent/guardian by telephone, the school may have to contact Social Services for support.

### Attending the club

The children are collected from their classrooms at the end of the day by a member of the club staff. Only KS2 children are required to make their own way to the club. If your child attends a free teacher-led club within the school such as ICT/Homework Club, it is the parent/carers responsibility to let the school know if their child needs to attend Clwb Cwl afterwards. If children are not collected from their free activity clubs promptly at 4pm, they will be automatically placed into Clwb Cwl and charged £4.

### **Staffing**

After school club staff are part of the school's main staffing structure and will therefore be familiar to the children within their daily school setting.

### **Club rules/behaviour**

Our club rules echo those that the children are familiar with in the school. We require all children to:

1. Be kind, polite and helpful
2. Never fight, tease, name call or bully
3. Never use foul or abusive language
4. Show respect to adults and to each other
5. Take care of their own and other people's belongings
6. Move about safely and quietly
7. Help tidy up

If a child's behaviour is deemed unacceptable by the staff in any way, the staff will speak to the child and his/her parent/carer. If the unacceptable behaviour continues, then the school reserves the right to withdraw that child's place at the club and deal with the consequences in line with our school positive behaviour policy.

### **Photographs**

We will sometimes take photographs of your child to be used during club activities. Photographs may be placed on our social media channels, school documentation and the school website to promote our clubs. Please let us know if you do not wish this to happen.

### **Accidents**

Accidents will be recorded in our accident book. Parents/carers will be told about any accidents when they collect their child, but will also receive a brief written report with information about how they were treated.

### **Medication**

Before any prescribed medication can be given, parents/carers must complete, sign and date a 'permission to administer medication' form from the school office. This will be attached to the medication, which should be clearly labelled with the child's name and any instructions e.g. dosage and time of administration.

### **Parking**

Parents are welcome to use the staff car park if they collect their children from club after 4pm.

### **Collection**

Children should be collected from club via the door at the furthest end of the staff car park (see image below). This door is always locked to safeguard the children, so please ring the bell or call the club number on **07761039958**, and a member of staff will come to greet you.

