

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



After School Club

Terms and Conditions

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Introduction

Richmond Park School After School Club aims 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 completing the weekly booking form which usually arrives with parents via text on a Monday morning at 7am.

Times

Clwb Cwl – Mon – Fri – term time only – after school until 5.30pm
(Please note: The club will not be open during staff INSET or twilight training days, but we will try to 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 at 4pm for the children who attend Clwb Cwl.

Cost

Clwb Cwl – £6 per child per day (includes a snack and drink). The cost for this club is fixed, therefore parents will pay £6 if children attend for 5 minutes or the full allocation of time.

Fees are payable :

Weekly and to be paid by the Sunday evening of the week the club was attended.

Ways to pay

We run a cashless system at Richmond Park and therefore all payments for club need to be made electronically through Parent Pay accounts.

Failure to pay fees

Your child will not be able to attend the After School Club if the fees reach a debt of 2 week's attendance. Also if payment has to be regularly chased causing undue work to club staff, then the booking facility will be withdrawn for those parents.

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 opportunity 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 will 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 £6.

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.

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 **07761 039958**, and a member of staff will come to greet you.

