

St William of Perth



After School Club – Terms and Conditions

Our School Mission Statement

St William of Perth aims to nourish the growth of all its members as persons illuminated by the light of Christ as our Catholic values permeate all aspects of school life.

We aim to provide a quality education where high standards of attainment and behaviour are expected. We encourage all our pupils to develop as life-long learners as they strive to reach their full physical, intellectual and social potential.

Terms and Conditions

- We aim to provide a high quality service that meets the needs of our families.
- We will provide a safe and happy club that is reliable and offers a consistent service.
- We will provide an environment that is supportive, nurturing and encouraging place to be.
- We will encourage the children to make friends and try new activities.
- We will ensure that appropriate standards of behaviour, discipline and hygiene are maintained.

Registration – Regular Attendees / ad hoc attendees

All parents must advise school office via email afterschoolclub@stwilliamperth.medway.sch.uk

If you would like your child to attend. The after school club runs from 3:30 until 5:30 daily, term time only. The cost is £6.00 per child per session. Two sessions (3:30 – 5:30) costs £12. (£1.50 pupil premium child per session). All payments must be made via parent pay. If in the event you do not pay, your child will not be able to attend until the debt is paid.

Bookings must be made the Friday before you would like your child to attend, advising via completed sessions request form and email to afterschoolclub@stwilliamperth.medway.sch.uk . If you prefer, you can advise you would like the whole term.

Should you wish cancel your child's place at any time then you will need to give a week's notice in writing and any non-attended session will still need to be paid for until written notification is received.

Places are limited.

After School Club Procedures

- Children will be escorted by a staff member to the library after school ends at 3:20.
- Collection parents / carers need to arrive at the main door at 5:30 pm where a member of staff where bring their child to them to collect.
- The cost is £6 per child per session, maximum £12 for the two sessions (£1.50 pupil premium child per session). **Once your place has been confirmed payment must then be made prior to the days requested and paid via parent pay.**

- Children will clear their plates before choosing an activity.
- On the school's dojo page there is a after school club section where you can message the after school staff regarding your child not be attending on the day, **if this is due to illness you will also need to email the school on the absence email. Please note we are unable to refund absences with less than 24 hour notice**

Food

- All food served will adhere to the school nutrition standards.
- Food options will include: Toast (hot option) with a jam topping or butter, Juice
- Any special dietary requirements (allergies, cultural / religious beliefs) must be detailed in writing to the school office.

Activities

The children will be provided with a range of activities they can choose from.

Guidelines for Parents

- Adhere to the after school club policy and Terms and conditions.
- Pay your fees promptly to ensure your place is confirmed.
- Speak to your Afterschool Club supervisors in the first instance, if there are any problems.
- Talk through the club's guidelines with your children.
- Do not allow your children to bring any personal items, electronic gadgets or telephones into afterschool Club.
- Ensure prompt collection at end of after school club or before. Frequent late collection will result in right to use the school club to be removed.

Guidelines for Children

We need Afterschool Club to be a happy and safe place. We will follow the school Behaviour Policy concentrating on the following:

- Ensure prompt collection at 5:30 pm or before.
- Follow adult instruction and do as you are asked.
- Be kind and polite to your friends.
- Do not leave the library during After School Club unless an adult has given you permission
- Respect property of the club and other members.
- If you have a problem or are not happy, please tell After School Club staff who will help you.
- We reserve the right to withdraw your child's provision in the event of serious or consistent poor behaviour.