



Callington Primary School

Afterschool Club

Telephone number (up to 6pm): 07584318162

Email: secretary@callingtonprimary.co.uk

AFTERSCHOOL CLUB

The staff at Callington Primary School's Afterschool Club aim to offer a 'free play' environment where children can choose their own activities at the end of the school day by it wishing to unwind or bounce around. The Afterschool Club is situated in the dining hall where the premises are large; encompassing a quiet area with staff furnishings, cushions and books for those children who want to relax at the end of the day and those more actively minded there is a range of play equipment including, ball games; skipping ropes and table tennis. Children will be supervised at all times with at least 2 members of school staff.

HOURS

The Afterschool Club will run from the end of the school day until 6pm during the term time.

Younger children in Key Stage 1 will be walked to the afterschool club by a teaching assistant and older children in Key Stage 2 children will be expected to take themselves.

CHARGES

Each session will cost £8.00 per session, per child (a session is from the end of the school day until 6pm), and the cost of £8.00 per child will be charged for a full or part session taken.

Fees MUST be paid prior to the session at the school office or on line. Afterschool staff will not be able to accept cash or cheques. Sessions must be booked 1 week in advance, this can be done through the telephone number up to 6pm. PLEASE REMEMBER TO LEAVE YOUR NAME AND CHILD'S NAME ON THE MESSAGE. A registration form will need to be completed and returned prior to your child's initial attendance. You would then be informed if there is space to accommodate your child. Late bookings will be accommodated if space is available.

CANCELLATIONS

Cancellations must be made at least 24 hours before the booked session. The school reserves the right to charge for non-cancellations.

LATE PICK UP FEE

There will be a late pick up charge of £20 if a child is not collected by 6pm.

DEPARTURE ARRANGEMENTS

The session ends at 6pm. A responsible adult must collect children at the end of the session from the dining room. The responsible adult must already be listed as a contact on the school's 'Contact Details'. If you wish to make alternative arrangements for collecting your child then please contact the dedicated Afterschool Club number or the school office.

REFRESHMENTS

The Afterschool club will provide a refreshing drink and homemade biscuit from the canteen.

BEHAVIOUR

Whilst we encourage choice of play, we also ensure that children understand that the school rules apply equally to 'after hours' and the same high standards of behaviour are expected. The Afterschool Club follows the Schools Positive Behaviour policies and Code of Conduct. Any discipline problems will be brought to the parents' attention by the supervisor. If the problem cannot be resolved, then the problem may be referred to the Head teacher and if it cannot be resolved the child may, at the discretion of the governing body be asked to leave the Afterschool Club.

SICKNESSES, ACCIDENTS, FIRST AID & EMERGENCIES

If a child becomes ill during a session, every attempt will be made to contact one of the people listed on the schools contact details to arrange collection of the sick child. If you change your contact details please let the school office know.

In case of a minor accident, basic First Aid will be administered. In case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/legal guardian to advise or discuss with him/her the course of action to be taken. All accidents and emergencies are entered in the Accident Log.

The Afterschool Club operates under the same procedures as Callington Primary School and at least one member of staff at each session is paediatric first aid qualified and has a food hygiene certificate.

CALLINGTON PRIMARY SCHOOL AFTERSCHOOL CLUB CANNOT ACCEPT ANY CHILD TO ATTEND A CLUB SESSION UNLESS A COMPLETED SIGNED REGISTRATION FORM IS SUBMITTED BY THE PARENT/CARER TO THE SCHOOL OFFICE

Afterschool Club Registration Form:

Childs Full Name:		Address:
Age:	Class: KS1/KS2	Telephone number: Home- Mobile-
Parent/carer contact details:		

Please indicate if your child has any medical conditions or allergies:

Please indicate if your child has any specific dietary requirements:

I have read and accept the Afterschool Club Agreement and understand that:

- My child/ren will be collected from the Afterschool Club by a responsible adult and who is listed on the contact details of your child held by the school;
- My child/ren will be collected by 6pm and the school will charge a late pick up fee of £20;
- My child/ren understand that the school rules apply to 'after hours';
- I agree to book and pay for sessions 1 week in advance;
- I agree to give the school at least 24 hours cancellation notice; if I do not then I will be charged a 'non-cancellation' fee.

Parent/Carer:

Name _____

Signature _____

Date _____