

ST PETER'S PRIMARY SCHOOL AFTER CARE PROVISION
SEPTEMBER 2020

All staff running our provision are employed directly through the school and are enhanced DBS checked.

The cost is £13.00 per session per child which includes tea.

After school care will operate every day that the school is open during term time from the end of the school day until 6.00pm. It will not operate on INSET days.

Payment will be payable through parentpay and your after school club account must be in credit at all times if you wish to make use of this service. **We will give parents one warning about late payments and, if the account remains in debt, we will give you one week's notice to find alternative arrangements for your child's after school care.** You may use childcare vouchers to pay for after school club. The school's DFES number, which will be needed if you are using childcare vouchers for payment, is 3062043 and our Unique Registration Number is 144065.

All children must be collected and have left the school premises by 6.00pm at the very latest. Our staff will be paid until 6.00pm and the school is locked at that time. **If you do not pick your child up by this time, there will be a late charge collection of £2.00 for every minute your child has to stay beyond 6.00pm (this charge is per child).** This charge will be necessary to cover the costs of staff if they have to work beyond 6.00pm. We would ask that you ensure that you pick your child up in a timely fashion every day so that this does not occur. Of course, if there is a problem please let the school know as soon as possible and we will ensure that your child is looked after until you arrive. **If you are late 3 times within a term you will be given a notice period of one week and asked to make alternative arrangements for afterschool care after the notice period has expired.**

If you wish to cancel your child's place please let us know by 9.00am the day before the booking, otherwise you will be charged for the full cost of £13.00 (if you are cancelling a Monday place, we will need to know by 9.00am on the Friday before as emails are not monitored over the weekend). If you wish to book a place it is best to contact us as early as possible but no later than 11.00am on the day that the place is required (we cannot guarantee your child will be given dinner if you request a place after 11.00am). We will always endeavour to ensure that a child is allocated a place if needed, however, we cannot guarantee this as we must maintain the statutory child: staff ratio at all times. The best way to cancel a place/book a place is directly to the afterschool email address which is checked regularly every day (details as below).

We reserve the right to cancel a child's place if their behaviour is not appropriate and they are not following the values set by St. Peter's Primary School. If there are children who are regularly behaving in a way that disrupts ASC for the other children attending, then parents will be asked to make alternative afterschool arrangements for their child. This will be done in consultation with parents and you will be given a suitable notice period of one week to make other arrangements.

Due to the fact that we are heavily oversubscribed this year we will be very strict about late collection, late payment of fees and behavioural issues.

Contact Details for Afterschool Club are:

Manager: Kelly Penston

Email: afterschoolclub@spps.foliotrust.uk

Telephone: 0208 688 5414, option 4.