

Payment

Payment for ASAC is made in arrears and we will add your charge to your termly bill, along with other charges outlined below. School will ask families to complete their bookings each half term via SOCS.

Charges per child

Half session	£5 per date or 1 free allocation
Full session	£10 per date or 1 free allocation
Non attendance /place not cancelled	£10 per date
Late pick up- Collected after 16.10 from Late Room	£10 per date
Late pick up- Collected after 16.45 from Half Session	£10 per date or 1 free allocation
Late pick up- Collected after 18.00 from ASAC	£10 per date or 1 free allocation

Location and Opening Times

ASAC is open daily 3.30pm to 5.50pm during term time, and is located on the first floor of Woods House above the Nursery classrooms. Please note that there is no ASAC on the last day of each term, when School ends at 3.30pm in the Autumn and Spring Terms and at 12.00 noon at the end of the Summer Term. ASAC is also closed on the evening of the Christmas Carol Service in December.

Admissions

We are open to children from Reception to Year 5 who are pupils at Clifton High School. Should your child have any additional or special needs please speak to your child's Class Teacher to ensure your child can be appropriately accommodated. ASAC staff have access to information such as parents details, address, emergency contact numbers, consent for emergency medical treatment and dietary needs, so that the full needs of your child are met.

Booking Procedure

Booking: Each half term please book on-line using SOCS, indicating each date you wish to book and whether it is a full or half session. This facility is only open for a short window of time so please ensure you look out for a School Comms which will inform you of the dates during which you can book.

Emergency bookings: We will only accept same day bookings in real emergencies. In this instance, please ring the School Office on 0117 973 0201. You will be asked a series of questions to ensure that your case is genuine. The use of this emergency booking system is monitored.

Honouring bookings: Places at ASAC are in very high demand. Therefore, it is essential that you contact ASAC via their email address or using the ASAC mobile phone number (see front cover) if your child will be absent through illness or you no longer need the place for any other reason. This will ensure we can give that space to another child. Please be aware that we need at least 24 hours notice if you are cancelling an ASAC session. Notice received after 24 hours will either incur the normal charge of £5 (for a half session) or £10 (for a full session) or a free session, if you have any remaining. **After School Activity Club reserves the right to withdraw the service, if parents do not follow cancellation procedures.**

Initial Logistics

In Reception-Year 2, children are collected from their teacher in the playground and brought to Woods House. Children in Years 3-5 are encouraged to be independent and make their own way straight to Woods House at 3.35pm. Children are expected to arrive promptly at ASAC and not go to Homework Room. **Every child is registered when they arrive.**

Our Aims

- To provide a happy, welcoming place where all children are valued
- To have strong partnerships with parents and to ensure the safety and welfare of each child

Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.
Registered in England as a Limited Company No. 11701. Registered office as above. Registered as a charity.

September '21 SBA



Clifton High School
co-educational nursery school to sixth form

AFTER SCHOOL ACTIVITY CLUB (ASAC)

asac@cliftonhigh.co.uk

Telephone number 07305632482

Information for Parents
September 2021

Further Information - If you require any further information about Clifton High ASAC, please contact Mrs Sarah Barker, EYFS Leader, by email.

sbarker@cliftonhigh.co.uk

The Diamond Edge Model  Realising Individual Brilliance

Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.
Registered in England as a Limited Company No. 11701. Registered office as above. Registered as a charity.

September '21 SBA

Free Sessions

Parents are given ten free ASAC sessions each half term. At the end of each term, we will calculate the amount of free sessions and minus these from your total ASAC bill. We will always try to use a free sessions against a Full Session to ensure that you get the larger saving.

Half Sessions: 3.35-4.45pm and Full Session: 3.35-5.50pm

During the HALF SESSION (3.35-4.45pm) children have the choice of Sports or Arts and Crafts activities. For children who require a longer period of care, the FULL SESSION (3.35-5.50pm) encompasses the active half session followed by a series of arts activities or quiet television time, designed to wind things down after a demanding day. Years 3-5 will have dedicated homework time after 5:00pm. All children will be offered a mini-tea or can eat their own tea brought in from home.

HALF SESSION: Cost **£5.00** per child, per day 3.35-4.45pm

3.35pm	Registration and Sports activity / Arts and Crafts activity / relax after a long day's work
4.00-4.15pm	Mini-tea provided by School: small bread roll, 20g cheese portion, fruit, water/sugar free squash (dietary needs catered for E.G. rice cake instead of bread roll, marmite or butter instead of cheese) Parents are most welcome to provide their child with their own mini-tea from home.
4.35pm	Activity ends, children collect bags and congregate in front entrance hall of Woods House. Parents are asked to wait at the main doors to Woods House until the children are brought down to be dismissed. You may pick your child up prior to 16.45 if this is more convenient.
4.45pm	Latest departure from ASAC - entrance hall of Woods House

FULL SESSION: Cost **£10.00** per child, per day 3.35-5.50pm

3:35 – 4:45pm	As above - participation in half session activities
4.45pm	Re-register. Dedicated Years 3-5 homework time, Arts and Crafts or quiet television time
5.00pm	Parents who have booked for the full session may pick their child up from the ASAC rooms <u>from this time onwards</u> by ringing the ASAC bell and coming upstairs to the ASAC activity rooms
5.15pm	Extra fruit available if required
5.40pm	Activity ends, children collect bags and congregate in front entrance hall of Woods House
5:50pm	Latest departure from ASAC entrance hall of Woods House



Pick Up Times

- Half session:** If your child is booked into a half session, children should ideally be collected at **4.45pm, at the end of the half session** (or before, if this is more convenient). The aim of this is to ensure that we can allow an uninterrupted programme of activities which take place in various departments and rooms across the School. Furthermore, it allows ASAC staff to maintain accurate registers as well as allowing correct staff ratios at all times. Please note that parents will be charged the cost of the FULL session if their child is picked up from the HALF session after 4.45pm. This is to cover staffing costs, ensuring we offer the appropriate child:adult ratios
- Full session:** If your child is booked into the full session, you will only be able to collection your child **from 5.00pm onward**, after the children have had their snack. ASAC closes at 6.00pm, which means parents will need to pick their child up by **5.50pm at the latest**, ensuring an efficient handover and that the premises are clear by, and no later than 6.00pm.

Pick Up Procedures

- Please ring the Main School Entrance gate bell and you will be let in. Make your way across the Junior playground and Muga area, the up through the buildings towards Woods House by the sand pit.
 - Access into ASAC is not permitted. The 'Pick up Points' from ASAC are as follows:
 - ✓ If playing outside, collect from the locked metal gate by the outside area
 - ✓ If inside, the metal gate will be open. Please come to the front door and ring on the buzzer and we will bring your child downstairs to the front door.
- Half Session: 4.45pm Latest departure. Full session: From 5.00pm onwards.**

It is important that you sign your child out using the daily register. The member of staff on signing out duty will speak to you about how your child has got on in ASAC and will give you any messages from teaching staff.

We will challenge any person who comes to collect your child. Should you wish to have your child collected by someone else, you must phone the ASAC mobile or email ASAC. We will not allow child to go home with any other parent/adult, unless we have your direct permission.

Pick Up and Safeguarding

We take our child protection and safeguarding responsibilities very seriously and have procedures in place to ensure the safety and well-being of all of those in the Clifton High School community. Anyone who enters our community and comes into contact with our pupils and their families has an essential role in maintaining our Culture of Safety.

To keep yourself and pupils safe at ASAC, please use the following procedures:

Please put away your mobile phone when collecting your child. Parents and staff are not permitted to use mobile phones within any area of ASAC.

End of School 5.50pm Late Pick Up

ASAC staff will take care of your child after closing (this will incur an additional fee—see below) while at the same time continuing to contact you, other family members or emergency contact, as per your instructions.

At 6.10pm the Leadership Team are contacted to take over the care for your child. If we are unsuccessful at contacting you by 6.30pm, we are obliged to contact Social Services. We reserve the right to withdraw the service if consistent late collection occurs.