



Respect, Enjoy, Achieve,
Communicate & be Healthy

LAST

Laureate After School Tuition

Introduction

Laureate Community Academy offers a daily after school club which provides children with a wide range of resources and learning tools, to enable them to complete homework and carry out additional learning activities.

We provide the children with a healthy snack (*see our menu section*). After this, the children are able to complete homework or can play on a number of fun learning resources and activities that we have on offer.

The club runs from 3:30-5:30pm after every school day (Monday to Friday, term time only).

Staffing

Our club is run by staff currently employed by Laureate Community Academy. All our staff are DBS checked, have significant experience of working with children and undertake professional development training.

We will maintain a staff:child ratio of 1:10.

Policies

The club has adopted the policies of Laureate Community Academy, as well as policies specific to running the club. *Copies of policies can be found on the school website.*

LAST Leaders

Ms Palmer (Higher Level Teaching Assistant, Assistant Inclusion Manager)

Miss Collen (Teaching Assistant)

Mrs Matthews (Teaching Assistant)

Mrs Marshall (Teaching Assistant)

Mrs Schiller (Teaching Assistant)

Mrs Waters (Teaching Assistant)

Menu

Crackers or sandwich with chicken, ham, cheese or jam

Fruit

Yoghurt

Water, milk or squash

Menu subject to change; dietary requirements are catered for on request



Terms & Conditions

Admissions

LAST aims to be accessible to children between Reception and Year 6. Please see our *Admission and Charging Policy* for further information.

We require a complete registration form for your child prior to them attending the club. All information held will be treated as confidential and will be stored appropriately.

Please ensure that you notify the school office of any changes to your details.

Payment of Fees

- The club is charged at £3.00 per hour.
- Fees are payable in advance by cash or cheque (made payable to *Laureate Community Academy*).
- The price per session per child is payable for all booked sessions, including when your child is sick or absent.
- Please ensure that your fees are paid promptly as non-payment may result in your place being terminated.
- If you are having difficulty paying fees, please speak to the school office in confidence.

Arrivals and Departures

A register is taken when the children arrive in our care, and you must sign your child out when you collect them at the end of the day.

We expect your child(ren) to be collected by the people that you have named on your introductory form. If a different person will be collecting your child(ren), please contact the school office in advance to make them aware of this. We will not release your child(ren) into the care of a person unknown to us without your permission.

The after school club finishes at 5:30pm; children should be collected at any time up to 5:30pm (or up to 4:30pm if you have paid for one hour) from the Dining Hall where you will sign out your child(ren). If you are delayed, please let us know. A late collection fee may be charged if you collect your child after the agreed time on more than one occasion (please see the *Uncollected Child Policy*).

N.B if you are not going to be able to collect your child from LAST prior to 5:30pm (or 4:30pm if you have paid for one hour) please call the LAST emergency number (07535906228).

LAST Activity Timetable

Children line up outside the school library so that the register can be taken (one member of staff completing the register whilst the other member of staff checks on any non-arrivals). They are then taken over to the dining hall where a member of staff is waiting for them. The children will then collect the snack of their choice. As soon as they finish their snack, a member of staff will help them with their homework or reading. Once homework and reading is complete, children have the opportunity to go onto the laptops and complete online activities. There is also a variety of games and Lego for the children to use. This offers interaction between the Key Stages and allows the children to work on their social skills. At the end of the session, children must be picked up from the Dining Hall.

Equal Opportunities

Our club provides a safe and caring environment, free from discrimination for all children within our school, including children with additional needs.

We respect the different racial origins, religions, cultures, and languages in a multi-ethnic society so that each child is valued as an individual without prejudice based on race, gender or sexuality.

We will challenge inappropriate attitudes and practices and we will not tolerate any form of racial harassment.

Special Needs

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or carers to fully understand your child's specific requirements. We will endeavour to accommodate children of all abilities, whilst working within the club's limitations. Each case will be considered individually and risk assessed to ensure everyone's safety.

Accidents & First Aid

Every precaution is taken to ensure the safety of the children at all times. Our staff are trained in first aid and there are first aid kits kept throughout the school premises. If a child has an accident whilst in our care, you will be informed when you collect your child.

If your child becomes unwell whilst at the club, we will contact you and ask you to make arrangements for your child to be collected.

Medication

If you need to collect medication at the end of the club, please ensure that you notify a member of staff to ask them to collect this for you. Your child will not be allowed to collect this by him/herself.



For any further information, please don't hesitate to contact us
email: admin@laureateacademy.co.uk **phone:** 01638-663927