

# After School Club Bookings and Admissions Policy January 2018

<b>Name of Policy</b>	After School Club Bookings and Admissions Policy
<b>Date ratified</b>	March 2018
<b>Committee Responsible for Policy</b>	Business Committee
<b>Date to be updated</b>	March 2019
<b>Headteacher Signature</b>	
<b>Chair of Governors/Committee Signature</b>	

## After School Club Mission Statement

We aim to provide a safe, healthy and fun home-from-home environment for children in our After School Club so that they grow in confidence and play together, secure in the knowledge they are unique, loved and cherished.

### 1. Introduction

In the After School Club all children will be valued and will be treated in the same way. All Holy Trinity pupils, from Reception to Year 6, are entitled to join the After School Club.

There are 32 places in the club each day.

The hours of operation are from the end of the school day until 5.45pm. At 5.45pm children will be taken to the area outside the school office with their coats and bags to await collection. The club closes at 6pm.

The cost of each full session is £15 per child. From time to time, ad hoc short sessions may be available at a cost of £7.50 per child.

This policy sets out:

- the way in which places will be allocated where demand exceeds the number of places available
- the process for booking and cancelling places
- the way in which payments must be made
- the process for collecting children from the After School Club.

This policy should be read in conjunction with the After School Club Behaviour policy. The After School Club follows the school's Anti-Bullying and Complaints policies.

### 2. Admissions

There are 32 places in After School Club each day, with approximately half of these being allocated to children in Reception, Years 1 and 2 and half being allocated to children in Years 3 to 6. This target balance will be considered when new places are allocated e.g. if more than 16 places are allocated to Key Stage 2 children then the next available space will be offered to the child from Reception or Key Stage 2 at the top of the waiting list.

Where the number of applications for a place in the After School Club exceeds the number of places available the places will be allocated in priority order:

1. To siblings of children already in the club on the day requested, in accordance with the date registered

2. Where there is an exceptional need for the child to attend the club. Exceptional need will be defined as a situation where the parents or child need additional support from the school e.g. due to bereavement or illness within the family. Places granted due to exceptional needs are likely to be granted on a temporary basis and should be requested by writing to the After School Club Administrator. The decision on whether there is an exceptional need will be made by the Headteacher (or another Senior Leadership Team member in her absence) and all decisions will be final.
3. According to the date of registration.

When a place is offered in After School Club, parents have up to 48 hours to respond and accept the place before it is offered to the next child on the list. Failure to respond within 48 hours will result in an offer being automatically withdrawn and the applicant being returned to the waiting list, with the date of registration being amended to the date when the places were offered. Places must be taken up within 4 weeks of acceptance of the offer being made. Failure to take up the place within 4 weeks will result in the applicant being returned to the waiting list.

Where the school is not able to offer all the days that have been requested, it will offer as many days as are available. If parents then choose not to accept any of the days which are available and have been requested when applying, the child will remain on the waiting list for those days but the date of registration will be amended to the date when the places that were offered and turned down.

## 3. Regular Bookings

When a regular booking is made it will be assumed that the place will be required for the full academic year or the remainder of the academic year if the place is offered during the academic year. The academic year is from September until July inclusive. Cancellations are processed according to the terms set out below.

Parents will be sent an email in the summer term to inform them that they should rebook their place for the following academic year giving a date by which parents need to rebook. If parents rebook before the deadline, their place will roll-over to the next academic year.

To make a booking please contact the After School Club Administrator who may be contacted via the school office (020 8542 1591), or by email ([afterschoolclub@holytrinity.merton.sch.uk](mailto:afterschoolclub@holytrinity.merton.sch.uk)). All bookings must be made in writing using a booking form, which will be provided by the After School Club Administrator.

Offers will be made by email or, if no email address is available, by letter.

## 4. Ad Hoc Bookings

Any free spaces in After School Club (either because regular spaces are available or because children who attend on a regular basis will not be attending on a specific day) will be offered for purchase as Ad Hoc Sessions.

Ad Hoc Sessions, when available, must be booked and paid for via ParentMail and will be available to book from 12noon on the Friday of the week before the Ad Hoc Session. Ad Hoc Sessions will be visible in the Payments and then Shop section of ParentMail. If no sessions are visible then no spaces are available.

There are two types of Ad Hoc Session:

- Ad Hoc Full Session – end of school to 5:45pm
- Ad Hoc Short Session – end of school to 4:30pm

Children attending an Ad Hoc Short Session must be collected at the finish time of 4:30pm from the main entrance to the school. There is no capacity for children to remain in After School Club beyond this time. Children who are not collected on time will wait in the school entrance area under the supervision of the office staff, and our Late Collection policy below will apply.

Ad Hoc Short Sessions may not be booked on a regular basis.

Children attending an Ad Hoc Full Session must be collected at 5.45pm in accordance with our Collection and Late Collection policy below.

## 5. Payments

Places in the After School Club are charged as follows:

- The cost of a Regular After School Club is £15 per session per child
- The cost of an Ad Hoc Full Session (when available) is £15 per session per child
- The cost of an Ad Hoc Short Session (when available) is £7.50 per session per child

All payments must be made in advance, no later than the first day the child normally attends the club. Termly statements will be emailed to parents. These will include deductions for the cost of any unused spaces from the previous term (provided that the cancellation policy has been adhered to).

Payments for Regular After School Club Sessions should be made online using ParentMail or with Childcare vouchers. Payment may only be made by cheque or cash in exceptional circumstances, with prior agreement from the After School Club Administrator and Finance team.

Payments for Ad Hoc Sessions may only be booked and paid for using ParentMail. These cannot be paid for with Childcare Vouchers, with cash or by cheque.

It is the parent's responsibility to ensure that money is received by the After School Club on time.

## 6. Overdue Payments

When a payment (including a payment due to a late collection) is two weeks in arrears, a letter or email will be sent asking for payment within 48 hours. If payment is not made within 48 hours there will be a 10% fine on the overdue amount. The After School Club may suspend a place in the club after 48 hours has elapsed until the payment is made.

If payments are received in arrears on more than two occasions, the After School Club may withdraw a child's place in the After School Club and will offer the place to a child on the waiting list. The period of notice given by the After School Club will be 2 weeks.

Parents who are unable to meet their obligation to pay for a child's place in the After School Club should discuss the situation with the After School Club Administrator immediately.

## 7. Cancellations and Non Attendance for Regular Sessions

If parents no longer require a session at After School Club on a regular basis, they must give 4 weeks written notice (by letter or email) to withdraw from that place. Parents will be required to pay for the place until 4 weeks has elapsed, irrespective of whether the place is taken up by another child, other than in exceptional circumstances (see below).

If parents no longer require a session at After School Club on a one-off basis, they must inform the After School Club Administrator in writing (letter or email) by noon on the Thursday of the previous week (i.e. if a Friday space will not be used, parents are required to give 8 days' notice). If this session cancellation notice period has been adhered to, parents will receive credit for the sessions paid for and not used on the next statement. If the notice period is not adhered to parents will be charged for the session, other than in exceptional circumstances (see below).

If parents no longer require an Ad Hoc Session which has been booked and paid for, no refund will be given.

If a child will be absent from After School Club on a given day, parents must inform the After School Club Administrator, even if they know that they will be charged for the non attendance. This is to ensure that staff do not spend time looking for children who are not due to be in After School Club, and to ensure that children will be dismissed by their class teacher at the end of the day rather than sent straight to After School Club. If a child will be absent at very short notice, parents should telephone the school office as well as sending an email.

Regular places in After School Club will be forfeited if the child does not attend more than 3 sessions on any particular day per half term. Places are forfeited regardless of whether notice has been given that the space is not required on each of those occasions, in order to make the After School Club as accessible as possible to all of the families within the school. Exceptions can be made for exceptional circumstances.

Exceptional circumstances include those where a child is unable to attend or the place is not needed for reasons beyond your control – for example redundancy, bereavement or long term illness. Short term illnesses, playdates or changes to a parent's work schedule are not considered exceptional circumstances. The Headteacher's decision (or the decision of another Senior Leadership Team member in her absence) on whether a circumstance is exceptional is considered final. Where cancellations or non-attendance are agreed to be due to 'exceptional circumstances' parents will be notified in writing and will not be charged.

If children do not attend the first part of an After School Club session because they are taking part in a school-organised Activity Club, this will not be considered non-attendance, but parents will be charged the full amount (i.e. £15.00) for the place in After School Club. If parents choose to cancel a child's regular place at After School Club (in accordance with the Cancellation policy) because their child will be attending an Activity Club instead, all future After School Club bookings (e.g. the following term) will be treated as completely new bookings and if no space is available then the child will be added to the waiting list.

## 8. Collections and Late Collections

The After School Club will run from the end of the school day until 5.45pm. At 5.45pm children will be taken to the area outside the school office with their coats and bags to await collection. The club closes at 6pm.

Parents are expected to have collected their children and to have left the school building by 6pm otherwise they will be deemed to have been late. If parents arrive after 5.45pm and their children have left something at school they will not be allowed back into the school building or club room and will be asked to collect it the following day.

If someone other than a parent is collecting a child, parents must inform the After School Club Administrator by email giving a name and telephone number, by 12noon on the applicable day.

The time used to calculate late charges is the time at which the parent and child leave the school building. This will be recorded by After School Club staff and the satellite clock in the school foyer will be used to measure time. Parents who are late collecting their child will be charged £8 for every 15 minutes or part thereof past 6pm. The After School Club Administrator will write to parents each time they are late and if parents are late on more than 2 occasions in any term the After School Club may withdraw a child's place in the club. The period of notice given by the After School Club will be 2 weeks.

## 9. Behaviour

We expect the same levels of good behaviour from children in the After School Club as we do in school. There is a separate After School Club Behaviour Policy, but in addition, the 'Growing Together Rules' used in the school will also be used as a guide. The After School Club also follows the school's Anti-Bullying Policy.

## 10. Safeguarding

The After School Club follows the school safeguarding procedures and all members of staff are trained in these. It might be necessary for a risk assessment to be carried out before your child is offered a place at After School Club. Reasons for this include behavioural and physical needs and there will need to be a conclusion of no or low-level risk for a place to be offered.

## 11. Complaints

The After School Club follows the school Complaints Policy.