

# Wivelsfield Primary School

## The Kingfishers After School Club



**Monday – Friday: 3:15 – 5:45 pm**

**Shorter sessions available (see information below)**

### **PARENT / CARER INFORMATION LEAFLET**

#### **Introduction**

The Wivelsfield After School Club aims to provide excellent childcare for children in Reception through to Year 6. It is run in line with the values and ethos of Wivelsfield Primary School.

The Wivelsfield After School Club provides a 'homely' atmosphere with time for relaxation, activities and a snack time. In addition, drinks and fruit are available throughout the session. The club is based in the library, but after sports clubs end, the children can use the hall for games etc., and also the Nest room.

There is the opportunity to 'do' homework in a quiet atmosphere, with some support available. However, there is absolutely no obligation for children to do homework.

#### **Opening Times**

The club runs from **3:15pm – 5:45pm Monday to Friday** during term time with different length sessions on offer.

The club is not open on INSET days or if the school is closed for any other reason.

#### **Refunds**

Refunds will only be given in exceptional circumstances at the discretion of the head teacher, or for absence due to illness of more than two days.

#### **Cost**

For bookings made and paid for by the end of the previous week.

Full session: **3:15pm – 5:45pm - £10.00**

Half session: **3:15pm – 4:15pm -£5.00**

**4:15 – 5:45pm** (following an after-school club): **£6.20**

The school will give at least 4 weeks' notice of any cost increase.

#### **Late Collection Charges**

If you are **10 minutes** or more late to collect your child; you will be charged **£1.00 for every 10 minutes or part thereof** over your booked time, if it is still within club opening times.

If you collect later than **5:55pm** there will be a charge of **£5.00** after which you will be charged **£1.00 for every 15 minutes or part thereof**.

Your child may not be able to attend the club if you collect them late on more than **2 occasions** in any **6 week period**.

#### **Contacting Wivelsfield After School Club**

Between 3:30pm and 5:45pm staff at the club can be contacted on 07580 712810.

**Places**

Wivelsfield After School Club has 25 places per day available. If there is sufficient demand, we will try to create additional spaces, dependent on staffing and room availability. If there is insufficient demand, or other problems, the club will close. Should this be the case, we will give a minimum of six weeks' notice.

**Booking and Payment:**

Wraparound care is booked and paid for using magicbooking.

<https://WivelsfieldPrimary.magicbooking.co.uk>

You can book ad hoc days or for the full school year. Payment can be made by card, tax free childcare or childcare vouchers.

To set up your account on magicbooking:

When you get to the login page, click the 'Forgotten Password' link, enter the email address we have on record for you at school, and follow the instructions received in the email to create your password.

Check your junk folder if you don't see the email in your inbox.

**Collecting Your Child**

The club is based in the library and you should collect your child from there. There is a bell to ring, next to the key pads in the foyer, which will alert staff that you have arrived to collect your child. You can collect your child any time during the paid for session.

**Supervision**

Wivelsfield After School Club is led by Miss Brennan and Miss Tuffin along with staffs who are already working in a support role in the school so known by the children. There are trained first aiders either supervising the club, or on site. If a child has Special Educational Needs we are not able to supply the same level of support as in the school day. You may wish to consider this, or talk with us, before booking a place for your child if this is relevant to you.

We expect the same standard of behaviour and courtesy from children at the Wivelsfield After School Club as in the school day. If your child is not able to show this they may not be allowed to attend the club.

**Other Information**

Please contact the head teacher if you have any suggestions or complaints. If you have any questions, please ask at the school office.