



After-School Club Policy

Date of Policy Creation:	May 2019	Review Date:	May 2020	Responsibility:	FGB
Head teacher	Mr Christopher Parkhouse	Signed:		Date:	
Chair of Governors	Helen Goddard	Signed:		Date:	

Policy Review

Date:	Notes:
May 18	1 st adoption of new policy



“Sammy’s Den”

1. Purpose Statement:

Grove Road School is committed to providing a safe, positive and flexible after-school childcare service provision for our school community.

This policy does not form part of any contract but recognises the importance of helping families balance their working lives and other priorities.

Grove Road School reserves the right to vary the contents of, or remove this policy if they feel it is not being applied in the nature it was intended or if they feel it is having a negative impact on the school business performance or customer experience.

2. Scope:

This policy aims to set out a system which allows members of the school community access to a flexible after-school provision for their children.

We understand that provision after school is important for a number of our parents/carers and details are reflected below.

3. Opening Hours:

Sammy’s Den will be open from the end of the school day until 6pm, Monday – Friday.

4. Cost:

End of School – 4pm = £6 per attendee.

End of School – 5pm = £10 per attendee.

End of School – 6pm = £12 per attendee.

5. Bookings:

Grove Road School recognises the importance of flexibility around bookings for parents/carers and aims to offer several options in line with the ethos of the school.

Monthly advance booking is encouraged. Regular Bookings can be made via the school office, by completing the booking form or by telephone/email:

Phone

01423 506060



Email

business.manager@groveroad.n-yorks.sch.uk

Bookings can also be made in Sammy's Den during pick-up time, again preferably on a monthly basis, but weekly is acceptable.

Sometimes it may be necessary to place a child in the after-school provision at short notice. We will try to accommodate this, but we do please request that school is notified as soon as possible.

Where short notice care is required, this will be charged at normal session price as detailed in section 4.

6. Payments:

Grove Road School recognises the importance of flexible payment terms for parents/carers and aims to offer several options in line with the ethos of the school.

Due to the fluctuating length of each half term period, and in acknowledgement of certain voucher schemes working in line with monthly salaries, parents/carers are encouraged to make bookings/payments on a monthly basis.

Payments can be made in a number of ways:

- Via Parent Mail
- Credit/Debit Card (via the school office).
- Tax-free childcare vouchers or vouchers from employer's childcare schemes (see list for further details, or ask in the school office). These can be used to pay up front as a set amount, pay in arrears as a set amount, or pay via "one-off payments" in order to exactly match your monthly invoice.

Grove Road School will also offer flexible payment terms:

Monthly up-front: For regular days/bookings, the school understands that many people on voucher schemes prefer to pay up-front. You will be sent a statement at the end of the month outlining payments made and credit/debit details.

Monthly in arrears: At the end of the month you will be sent an invoice for hours/days provision delivered by the school for that calendar month, and the payment terms are 10 working days.

Weekly in arrears: At the end of the week you will be sent an invoice via (ParentMail only) for hours/days provision delivered by the school for that week, and the payment terms are 5 working days.

Pay as You Go: Payable to the school office at time of booking.



7. Cancellation Policy:

Grove Road School recognises the ever-shifting nature in the lives of our Community, and therefore aims to offer an acceptable cancellation period should you no longer need provision on a certain day/date:

Parents/Carers can email or phone the school office or inform the after school staff if they need to cancel a session.

Email: business.manager@groveroad.n-yorks.sch.uk

Phone: **01423 506060**

If the school is given a minimum of 24 hours notice, that a place is no longer required, then no charge will be made for the cancelled session.

Please give as much notice as possible as unfortunately, if the school is informed after 6pm on the day prior to the session you wish to cancel, or you fail to inform the school that you no longer need the session, then 100% of the fee applies and will be invoiced.

8. Food and Drink

All children attending Sammy's Den for 2 hours or more will be offered a meal as part of the session costs.

Examples of meal that might be served are

- Jacket Potatoes
- Pasta
- Fajitas

Fresh fruit will be available for all children

Please inform the school if you child has any dietary requirements.



9. Collection

We understand that sometimes plans change, however the safeguarding of our children is of the upmost importance. Therefore, if someone different will be collecting your child they will be required to give a password to the afterschool club staff. Children will not be allowed to leave with anyone not known to the staff unless the password is given.

10. Late Collection

Sammy's Den closes at 6pm each evening. If your child is booked in until then, please ensure that you have made arrangements for prompt collection. Late collection will be charged at £3 per 15 minutes.

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE SCHOOL OFFICE

All data collected regarding Sammy's Den will be handled as set out in the School Privacy Notice and in accordance with GDPR regulations.



Parent/Carer Signatory:

I agree to the terms outlined in the policy and would like to select the following payment terms **(please select all that apply):**

Payment Method:

- Via Parent Mail
- Credit/Debit Card (via the school office).
- Tax-free childcare vouchers or vouchers from employer’s childcare schemes (please advise name of provider)

Payment Terms:

- Monthly up-front (Statement*)
- Monthly in arrears (10 working days from invoice date)
- Weekly in arrears (5 working days from invoice date)
- Pay as You Go (no invoice, immediate payment – only via debit/credit card in office?)

***I would like to receive my Statement / Invoice:**

- **Via email – (please provide email address below)
- Via Parent Mail
- Paper copy

**Email: _____

Childs Name: _____

Any Dietary/medical information: _____

Signed Parent/Carer: -----Date: -----



Sammy's Den Booking Form

Children's names:

Classes:

Ages:

Parent signature:

Please state in each box whether your child will need to stay until 4pm, 5pm or 6pm

Please only do one month per form e.g. 1st until 30th/31st of each month.

<u>Month:</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<u>W/C</u>					
<u>W/C</u>					
<u>W/C</u>					
<u>W/C</u>					
<u>W/C</u>					

Prices:

Until 4pm: £6

Until 5pm: £10

Until 6pm: £12