Our Lady of Walsingham Catholic Primary School

After School Club Policy

Adopted by Governors: Autumn 2026

Date for renewal: Autumn 2027

Our Lady of Walsingham Catholic Primary School is a learning community based on Gospel values. We aim to develop our pupils by encouraging their growth as spiritual and moral individuals who have the confidence to make the best choices. We encourage them to aspire to achieve and to realise their full potential. We nurture our children as they grow into responsible members of our community and to develop a lifelong love of learning.

Hand in hand with God, we love, live and learn.

After School Club Terms and Conditions

Mark 10:14

"Let the little children come to me, and do not hinder them."

General

1. The After School Club is open to children attending Our Lady of Walsingham Catholic Primary school and is supervised by staff from the school.
2. The club is open from 3.15pm to 5pm Monday to Friday. Parents have 3 options to book: 3.15-4.15pm, 4.15-5pm or 3.15-5pm.
3. The club provides activities and games for the children during the time they are at the club.
4. Children should be collected from the KS1 building on time, by a parent or carer. If someone unknown to the school is due to collect a child, it is the parents' responsibility to inform the school.
5. Children from EYFS to Year 4 must be collected by an adult. Children in Years 5 and 6 can travel home on their own provided they have filled in the appropriate paperwork and handed this into the office.
6. At 3.15pm, all children in should be taken to the after school club by a member of staff. A register should be taken of the children attending and checked against the children who have been booked onto the club.
7. Children must not bring their own toys, electronic devices, games or any items of value onto the site. We are unable to accept responsibility for such items.
8. It is the responsibility of the parent/carer to ensure that the school is informed of any changes to contact/medical details.
9. Children in Years 5 or 6 who have a mobile phone, are not permitted to use their phone during the after school club.

Booking

10. Enquiries regarding After School Club should be made via the school office.
11. Bookings must be made on the My Child at School app at least 24 hours before the booking is required.
12. If your child will not be attending a session that they are registered for, please inform the school office giving as much notice as possible.

Payments

13. The charge for each After School Club session is £3.50 per child, for the first hour and £2.50 per child for the final 45 minute session. Payments must be made online through the My Child at School app.

14. Half a term's notice will be given by the school to parents/carers when there is to be an increase in cost for attendance at Breakfast Club.

Dietary Needs and Medical Conditions

15. It is the parent/carers responsibility to disclose any special dietary needs or medical conditions to the school office.

16. Children are permitted to bring a snack to the After School Club if they wish.

17. **Parents/carers are asked to remember we are a 'Nut Free School'.**

Withdrawing an Offer of a Place

The Headteacher reserves the right to withdraw an offer of a place in the following circumstances:

18. Unacceptable behaviour resulting in distress or disruption to children or adults running the club.

19. Where payment is not made and arrears are accumulating, the Headteacher reserves the right to cancel the booking with immediate effect.

Children Not Collected from School

20. Any child who has not been collected from school by 3.30pm and whose parent has not contacted the school to inform us of exceptional circumstances, will be automatically booked into the after school club and parents will be invoiced for the cost of the care as per the rates above.