



## St Joseph's AfterSchool Club

# Procedures, Terms and Conditions 2024/2025

St Joseph's ASC is available to all pupils equally, attending St Joseph's Primary School, regardless of gender, race or ability. It provides after school care in a safe and caring environment, with a wide range of opportunities for play and relaxation.

### Contact Information

St Joseph's Catholic Primary School  
Bristol Road, Portishead  
North Somerset BS20 6QB

After School Club email: [After.School@St-Josephs.Org.Uk](mailto:After.School@St-Josephs.Org.Uk)  
After School Club/Office Tel: 01275 848389 (3:10pm - 5:30pm only)

### Admissions Procedure

The After School Club (ASC) operates with a maximum capacity of 40 children for any session. The manager/s of the ASC may reduce this number for health and safety reasons.

In the event of oversubscription for any sessions for the ASC, the following criteria will apply:

1. Existing places at the end of the previous academic year - These places will be allocated first based on the days attended during the previous year.
2. New EYFS children.
3. Siblings of children who had existing places at the end of the previous academic year and still plan to attend the ASC.
4. Other children

All parents will then be notified of the outcome. Any unsuccessful applications will automatically be placed on the ASC waiting list. Names will be kept on the waiting list for two short terms. It is the parents responsibility to inform the ASC if they wish to remain on the waiting list for a further two short terms.

## Session Times and Availability

ASC is open Monday to Friday during term-time.

Monday -Thursday 3pm until 5.45pm.

Friday 2.45pm until **5.30pm**.

Places can be booked for regular attendance for one or more days per week.

1. To amend regular sessions on a permanent basis, please email [After.School@St-Josephs.Org.Uk](mailto:After.School@St-Josephs.Org.Uk)
2. Regular users wishing to make an adhoc session booking must call the school office in the first instance before emailing [After.School@St-Josephs.Org.Uk](mailto:After.School@St-Josephs.Org.Uk)

## Safety

1. **The St Joseph's AfterSchool Club** complies with St Joseph's Primary School's safety policies.
2. All ASC staff members work at St. Joseph's & have Disclosure and Barring Services clearance.
3. There is always a first aider on duty. Any accidents will be recorded in the accident book and a report sent home. If the accident is serious, an ambulance will be called and the parents telephoned. Consent for hospital treatment is required on the ASC registration form.
4. ASC is based in Gen's classroom, the school hall, St. Joseph's outdoor playground and field when the weather allows. Both exit gates remain locked once the day pupils have left the school. The children also have supervised access to the ICT suite and library areas for some sessions.
5. Staff will sign in each child in the ASC register and sign and record the time when children are collected. **In the case of a late pick up, parent/carer will need to acknowledge the time and agree this with their signature.** Children will not be allowed to leave the club by themselves. This register will act as a fire safety register as well as an attendance log.
6. If another person is to collect the child, ASC staff must be informed prior to collection by the parent/carer, either by letter or telephone. A collection password must be used, which must be recorded on the annual ASC Registration form. A message can be left on the answer machine.
7. ASC staff are unable to provide details of any pupil or parent to any third party.
8. If the child is attending another club, i.e.: football, tennis, band etc. and will be arriving late or if the parent knows they are going to be late for any reason, then ASC staff must be informed by note or a message may be left on the answer phone.
9. A minimum of two staff members are on duty at all times.

## Medication

1. The ASC complies with St Joseph's Primary School's medication policy.
2. The ASC requires that asthma inhalers or Epipens be kept at the club if possible. They must be clearly labelled by the parent, with the child's name and correct dosage. Inhalers & Epipens to be returned home at the end of each term to be checked by the parent & replaced if necessary.
3. Medical problems & known allergies to be logged by the parent on the ASC Regn form. A daily snack will be provided in line with information given regarding food allergies.
4. If a child becomes unwell, the parent/carer will be telephoned to collect the child.

## Missing Child Procedure

If a child were to go missing from the ASC, the ASC manager would follow St Joseph's Primary school's Missing Child Policy & Procedure.

### **Procedure for an uncollected child after 5.45pm (Mon to Thurs) 5.30pm (Friday);**

Staff will reassure the child that they will be looked after until they are collected. The ASC Manager/s will check with other ASC staff that no message has been missed or left on the ASC answermachine.

Staff will phone the contact number for the child's parent/guardian and request immediate collection.

If the ASC is unable to contact a parent/guardian, they will contact the additional persons (including those authorised to collect the child as listed on the registration form).

The ASC reserves the right to contact Children's social Care: 01275 888266 or 01454 615165 for advice on next steps to be taken should they be unable to contact any of the persons listed above.

## Fees 2024/2025

1. Fees are payable via Parent Pay or a registered ChildCare Voucher Scheme.
2. An annual registration fee of £25.00 per family will be charged in term one of each academic year, or upon joining the club within an academic year.
3. Session Fee per regular session: £10.00 payable termly in advance.
4. Fee for late collection is charged as follows:

After 5.45 Monday to Thursday and 5.30 on a Friday the charge will be £5 per **five minutes or part thereof** per child.

Eg. If a child is picked up 3 minutes late, it will be a £5 late fee. If a child is picked up 8 mins late, it will be a £10 late fee, etc.

In order to avoid any misunderstanding, parents will be asked to confirm the time recorded on the register with a signature at pickup.

5. Each term's fees are posted in advance (except possibly Term 1) and due by the Payment Dates set out below. Failure to pay fees by the due date may result in your child's place being offered to another child on the waiting list or their place being terminated.

**The Payment Dates for 2024-2025 are as follows:**

Term 1 - Payment posted by Friday 30th August 24 - Payment due by Friday 13th Sep 24

Term 2 - Payment posted by Friday 25th October 24 - Payment due by Friday 8th Nov 24

Term 3 - Payment posted by Monday 6th January 25 - Payment due by Friday 17th Jan 25

Term 4 - Payment posted by Friday 21st February 25 - Payment due by Friday 7th March 25

Term 5 - Payment posted by Tuesday 22nd April 25 - Payment due by Friday 2nd May 2025

Term 6 - Payment posted by Friday 30th May 25 - Payment due by Friday 13th June 2025

6. Arrangements for regular payment of fees by ChildCare Voucher (CCV) should be discussed and agreed with the AfterSchool Club financial administrator and arrangements confirmed in writing, giving details of the monthly value and the CCV provider. Please note that the ASC are unable to refund any payments made through CCV schemes. **Please ensure your child's surname is in the bank payment reference.**
7. If the parent/guardian can foresee payment difficulties, they must immediately notify the AfterSchool Club via email ([After.School@St-Josephs.Org.Uk](mailto:After.School@St-Josephs.Org.Uk)), who will notify the ASC Manager/s & Headteacher.
8. In the event of a child's absence due to illness, educational visits, external examinations, school camp or family holiday, **THE FULL SESSION FEE** will be charged.
9. In the event of school closure due to unavoidable circumstances, such as building failure, power failure, flood or snow, then a **HALF SESSION FEE** will be charged. This enables ASC to keep the session fee as low as possible.
10. Fees are not payable for Bank Holidays or Inset Days as there is no ASClub.
11. Staff of St Joseph's will receive a 50% discount for each of their children attending after school club, if they are working at St Joseph's during that particular session time.

## **Notice Period**

1. 28 days notice in writing is required for a permanent change of session. Current arrangements will continue until a notice of change is received.
2. 28 days notice in writing is required for permanent cancellation of a place. If your child leaves prior to the notice period given, the charge for the full notice period will still apply.
3. Year 6 pupils leaving the school at the end of the academic year will not be required to give notice.

## **Behaviour, Management & Sanctions**

1. ASC offers a safe afterschool session for play and relaxation, whilst it is not as structured or as formal as school lessons, there is still an expectation of good behaviour from the children. Physical or verbal abuse will not be tolerated towards staff or other ASC children.
2. Threatening or injurious physical behaviour will result in exclusion for a fixed time and may result in termination of the child's place at ASC. Possible further action may be taken, depending upon the severity of the incident.
3. Verbal abuse will result in a written warning being sent to the parent/ guardian.
4. As part of the extended school day the ASC follows the school behaviour policy.

## **Complaints Procedure**

ASC aims to provide parents and children with the best possible service. To ensure our high standards are maintained, we are constantly seeking to improve this service. If there is an area where you feel dissatisfied, please tell us so that we may put it right.

In the event that you need to make a more formal complaint, please follow the school's complaint procedure which is available on the school website.

Parent/guardian questions or feedback is welcomed and can be given informally or written directly to ASC staff. It can also be written anonymously and left at reception for the attention of the chair of governors. ASC values its relationships with parents/guardians.

ASC will request written permission for special events.

**Policies** All school policies referred to in this document are available on the school website

## **Addendum**

In the event of the school receiving guidance from the Department for Education, these terms and conditions may need to be amended. Any changes to these will be communicated by email to the families of all ASC children currently attending.

**PLEASE SIGN AND RETURN THIS PAGE TO THE AFTER SCHOOL CLUB**

I am the parent/guardian of \_\_\_\_\_ Year: \_\_\_\_\_

I have read and understood the St Joseph’s AfterSchool Club (ASC) Procedures, Terms and Conditions 2024/2025, I agree to abide by these terms.

**Child/ren’s Details**

Surname	Forename	Name known as	Year	Date of Birth	Days/Sessions required

Signed	Please print name of signatory
Signatories relationship to child(ren)	Date

Signed	Please print name of signatory
Signatories relationship to child(ren)	Date