



## **After School Club – Parent Information**

### **About our Club**

GHPS After School Club is managed and run by Great Hollands Primary School. The club is open from **3.15pm** until **5.45pm** weekdays, during term time.

We are based in the Silver Hall, which enables us to take advantage of the playing areas and equipment within the secure school grounds.

The club's mobile number is **07724 935848**.

### **Aims**

We aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

### **What we offer**

Children are free to choose activities and resources as they wish at the club. There will always be a varied selection available.

We ask parents to provide a healthy snack for the children who attend for the full session. We always ensure drinking water is available.

Children who are collected before 4.00pm do not need to bring a snack.

### **Staff**

Our club is staffed by members of our school team.

These are:

Mrs Sparshott, Miss Frost, Mrs Sunwar, Miss Clark and Mrs Ivanescic.

Admin support is provided by Mrs Wise.

All our staff are also employed in various other roles and areas of the school and are all DBS checked.

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you would prefer to arrange a more convenient time for a meeting, please contact Mrs Wise via email at

[ghpsasc@maidenerleghttrust.org](mailto:ghpsasc@maidenerleghttrust.org)

**Please ensure you read the following Terms and Conditions before your child starts to attend our after school club.**

Many thanks

After School Club Team



## **TERMS AND CONDITIONS**

### **Admission**

Our club is only accessible for children attending Great Hollands Primary School, from Reception to Year 6. We require a completed registration form for your child before they begin to attend the club. This information will be treated as confidential and will be stored appropriately.

The form can be found here: <https://forms.office.com/e/Sk8JZ4mN4m>

### **Payment of fees**

The current fees are as follows:

Short Session: £4.00 per child (no sibling discount)

Full Session:

One child - £8.00

Additional siblings - £7.00 each

***NOTE: The short session price will only apply if a child is collected before 4.00pm.***

Fees are payable at the time of booking and must be paid either weekly or monthly in advance. Payments should be made via ParentPay.

Parents/carers who pay via Childcare vouchers should email Mrs Wise to confirm when payment has been made, this will then be confirmed and added to the child's ParentPay account.

All places at club will be confirmed via email once payment has been received.

Please speak to Mrs Wise via the school office or via email to [ghpsasc@maidenerleghtrust.org](mailto:ghpsasc@maidenerleghtrust.org) if you have any questions about making payments.

### **Changes to days and cancelling your child's place**

You must give us notice if you do not wish your child to attend club on any booked day. We require 48 hours' notice or fees may still apply.

If you wish to book your child into club, you must give at least 48 hours' notice to enable us to ensure appropriate staffing levels. Failure to do so may result in your child being unable to attend club on that day.

All bookings, cancellations and amendments can be made via email to [ghpsasc@maidenerleghtrust.org](mailto:ghpsasc@maidenerleghtrust.org)

### **Arrivals and departures**

Registration is taken when children arrive at club, and they are signed out by club staff when collected, without exception. If your child is being collected by a different person, please notify us in advance. We will not release your child into the care of a person unknown to us without authorisation.

### **Late Collection**

The Club finishes at **5.45pm** promptly, if you are delayed for any reason, please telephone the Club to let us know. The Club mobile number is **07724 935848**.

Failure to inform us of any late collection may incur a **late fee**. This charge starts at £5.00 and will rise depending on the length of time and reason for late collection.



## **GENERAL INFORMATION**

### **Behaviour (Children)**

The Club promotes an atmosphere of care, consideration and respect for everyone attending whether they are children, staff or visitors.

We encourage appropriate behaviour through praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities.

We recognise that poor behaviour can occasionally occur for a multitude of different reasons. However, if your child is violent or if their behaviour poses a danger to themselves or others, we will require you to collect them from Club immediately.

### **Behaviour (Adults)**

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our Club is a place of safety and security for the children who attend and the staff who work here.

When collecting your child, please use the doorbell on the Silver Hall doors to alert staff of your presence. Your child will then be signed out by staff and brought to the doors to meet you.

### **Illness**

If your child becomes unwell whilst at the Club, we will contact you and ask that you arrange for them to be collected.

### **Accidents and First Aid**

Every precaution is taken to ensure the safety of the children at our Club. There is always a qualified first aider present and we have a fully stocked first aid kit. If your child has an accident whilst in our care, you will be informed when you collect them. Details of the injury will be noted in the Club's Accident Record Book.

### **Feedback**

We are always interested in your feedback or comments and are committed to providing high quality care for your children.

If you have any queries, comments or need to discuss any matters concerning your child, please do get in touch.

## **Contact Information**

GHPS After School Club  
Great Hollands Primary School  
Wordsworth  
Bracknell  
RG12 8YR

**Telephone:** 07724 935848 – only available during after school club opening hours

**Email:** [ghpsasc@maidenerleghtrust.org](mailto:ghpsasc@maidenerleghtrust.org)