

ENJOY LEARNING:
EMBRACE CHALLENGE!



South Darley C.E. Primary School

18.9.23

Dear Parents,

Re: After School Club

Thank you very much for your understanding as we set up our procedures and systems for our after-school provision. Those children who have attended already seem to have enjoyed themselves in the care of Sue Wilmot, our Senior Midday Supervisor. Whilst some of the information below is not new, please use it to refer to when using our after-school provision.

Our charges are intended to simply cover costs and using the model below ensures, with projected numbers of attendees, we can just about do this. We may review charges in the future, but they would only be able to be reduced if we had the commitment of more children to attend regularly.

Registration: Every user of the club will have to complete a separate registration form. This is so that the after-school leaders can have quick access to essential information.

Booking: In advance, we request that you complete a form for each child, stating when you need childcare. This is the best way to ensure there is space for your child. Bookings must be received by the last day of each half term to secure places in the next half term. Sessions may also be booked on an ad-hoc basis up to and on the day required. However, if there is no-one expected on a particular day, the club will not operate. Therefore, to ensure a club takes place you must notify us by 12.30pm the day prior to the required day, otherwise we will not book staffing. Any booking (or cancellation) after 12.30pm the previous working day needs to be made by phone call, as the email address may not be checked in enough time.

Times: The club will operate Monday to Friday until 6pm if there is demand.

Charges: Until 4.30pm = £7, Until 5pm = £9, Until 5.30pm = £11, Until 6pm £13.

You will be charged for the time slot you have booked, even if you pick up early. If you are late picking up, then your child will be charged for the later time slot. If you are late after 6pm then there will be a late charge of £10 for up to 6.10pm which will increase to £25 if it is later than that. If you know you will be late then you must phone the school otherwise, we will follow our usual school procedures for when no-one arrived to collect children.

At the end of the normal school day, if you do not pick up your children (or arrange someone to supervise them on the playground) within 10 mins of the end of their day (Infants - 3.15pm, Y3/4 – 3.20pm, Y5/6 3.25 pm) then we will put them in the after-school club and charge accordingly.

At South Darley we strive to be living as Children of Light (Ephesians 5:8), for if we walk in the light, as Jesus is in the light, we will have fellowship together. (1 John 1:7)



Contact us: South Darley CE Primary School, Cross Green, Matlock, DE4 2JT Tel: 01629 732240
Website: www.southdarley.derbyshire.sch.uk E-mail: office@southdarley.derbyshire.sch.uk

If your child is representing the school at an event or is back late following a school trip then charges will start from the time they return to school. (e.g. If children return at 4.30pm, then the charge of £7 will cover up to 5.30pm.) However, provision will still end at 6pm.

Cancellations: If you don't need care on a day, you have requested then please tell us before 12.30 pm the working day prior to the requested session, otherwise you will still be charged, whether you use your booked slot or not.

Snacks: We will provide children with a drink of squash and biscuits. If you wish your child to have more than this, then feel free to send them in with extra food.

Communication: We have set up a new email address afterschool@southdarley.derbyshire.sch.uk for you to send provision requests to. This **must** not be used for urgent communications, bookings, or cancellations after 12.30pm the school day before the booking. For any urgent communication after 12.30pm the working day before or on the day, please call the school office on 01629 732240.

Payment: As the school is Ofsted registered, you will be able to pay using several voucher options. We are in the process of setting these up and will let you know when schemes have been finalised. It is envisaged that billing/payment will work in a very similar way to the school dinners options (through Parentpay) where attendance will be registered/added to accounts on a weekly basis (usually Fridays) at the appropriate rate. We understand that accounts may run at a deficit until the voucher scheme options are functional. We will provide more details in due course.

We hope your children enjoy the after-school club. Please feel free to ask us any questions if there is something that is unclear, or if you need further information. We will send the booking form to those who we know use the after-school club. All documents and related policies will be put on our website as soon as governors have approved them.

Many Thanks

Paul Wilde
Headteacher