	Peak Tor Federation **Rowsley C of E Primary School** **&** **Stanton-in-Peak C of E Primary School**	

Peak Tor Federation After School Club

Information Booklet

Peak Tor Federation After School Club is run from Rowsley CE Primary School, Woodhouse Road, Rowsley, DE4 2ED.

Club Times/Costs

The club sessions are from Monday to Thursday during term time.

Sessions for **Stanton-in-Peak Primary School** children run from 3pm until 5.30pm. Parents can book a session finishing at 4.30pm or the whole session finishing at 5.30pm.

A 1-hour session, including transport from Stanton to Rowsley, costs £6.50 per session. A 2½-hour session, including transport and a snack, costs £12 per session.

Sessions for **Rowsley Primary School** children run from 3.30pm until 5.30pm. Parents can book a session finishing at 4.30pm or the whole session finishing at 5.30pm.

A 1-hour session costs £4.25 per session. A 2-hour session, including a snack, costs £10 per session.

A later pick-up of 6pm can arranged with 48 hours prior notice. This will be charged at an additional fee of £5.00 per child, to cover staffing costs of 2 staff members that are required to be on site with a small number of children.

Payment

Invoices are sent out in arrears for booked sessions, and payment will need to be made within 7 days of invoice date. Payment can be made by BACS, cash or cheque (cheques made payable to DCC).

Payment can also be made using the tax-free childcare scheme, as this reduces parents' After School Club bills by 20%. Parents can check their eligibility by going to https://www.childcarechoices.gov.uk.

Parents who have childcare vouchers through their workplace can also let us know who they are with so that we can register to accept these too.

Snacks

Snacks are provided for the children that are staying for the whole session. Snacks consist of a selection from the following: crackers, cheese, raisins, fruit, crumpets with butter/jam, tuna with crackers/ wrap, beans with toast and yoghurts. The above is just an example of the things that are offered. Squash and water are also provided.

Transport from Stanton-in-Peak Primary School

Children are transported from Stanton-in-Peak Primary School to Rowsley Primary School by a member of staff from either school. Vehicles will have full business insurance to cover transporting children from one school to the other, and car seats/boosters will be provided where necessary for the children to use.

Activities

The club offers a variety of activities at each session with the intention of providing enjoyment for all attending e.g. craft, board games, Lego, card games, dolls, jigsaws and outdoor games.

Complaints Procedure

If parents/carers have any complaints or concerns about the After School Club then first of all they should discuss these with the club manager Jodie Bacon. If they are not satisfied, then they should contact Mrs Wyer the Executive Headteacher of Peak Tor Federation. If still not satisfied, then the schools complaints procedures would take effect.

First Aid

The After School Club will always have at least 1 staff member with a full first aid certificate. The staff will follow the Federation's first aid policy when required. All first aid will be recorded in a First Aid book.

Late Collection/Uncollected Child Policy

Peak Tor Federation After School Club will only release children for collection by adults named on their Registration Forms or by a nominated adult with the parent/carer's permission.

Parents must make every reasonable effort to inform us if they are going to be late to collect their child. We do, however, understand that unforeseen events can prevent you from collecting your child on time.

In the case of children not being collected at all, and contact with the nominated adults has not been possible, Mrs Wyer will be contacted and Derbyshire Social Services informed.

Late Collection Procedures – 1hr Sessions

If you think you may be late for your booked collection time, please call us on 07541 933295 and we can extend your booked session. You will be charged the difference between the 1-hour session and whole session rates.

If we have not been contacted, and your child has not been collected at the end of their booked 1-hour session, and you are more than 15 minutes late, we will follow the following procedures:

- The manager will call the primary carers as given on the Registration Form.
- If they cannot reach primary carers the manager will begin to call the other Emergency Contacts on the form.

Late Collection Procedures – Whole Sessions (5.30pm Collections)

If a child has not been collected by 5.30pm, unless a 6pm collection has bene arranged in advance, the procedures above will be followed immediately.

Continuous care will be given to your child until they are collected and you will be charged £25 per child.

Behaviour Management Policy

At the After School Club we expect children to:

- Use socially acceptable behaviour
- Show respectful behaviour towards other children, staff and equipment
- Follow the instructions of staff members
- Feel confident to ask for help when needed

Staff will encourage the above behaviour by:

- Being positive role models and praising good behaviour
- Providing a variety of play opportunities to meet the needs of the children

We do understand that there may be times when children need more support and guidance from staff members to achieve the above. Staff will intervene if a situation arises where a child's behaviour becomes inappropriate using the following strategies:

- Children will be talked to in a calm, firm and positive way.
- Staff will explain to the child why the behaviour is inappropriate and they will be given the opportunity to explain why they've behaved that way.
- If necessary the child will be asked to temporarily withdraw from the activity.

- Children will be encouraged by staff to resolve any issues between them through conversation.
- Parents will be informed of any incidents that occur and if necessary a plan will be devised to prevent a recurrence.
- Staff will liaise closely with parents of children who are struggling with their behaviour.

Children who continue to behave in an unacceptable manner, despite the best efforts of staff and parents, may be not allowed to attend further sessions.

Terms & Conditions

Registration

All children who attend must be registered. Forms are available from the school office or via e-mail asc@peaktorfederation.co.uk

Regular Bookings

Parents should book their children to ASC by emailing asc@peaktorfederation.co.uk up to 24 hours before the required sessions.

Ad-hoc bookings

Sessions can also be booked on a last-minute basis, **subject to spaces being available.** Please email asc@peaktorfederation.co.uk or telephone the Rowsley School Office on 01629 733727 to make same-day bookings.

Cancellation Policy

One-off cancellation of regular bookings

If your child is unable to attend a session you must notify us as soon as possible at **asc@peaktorfederation.co.uk.**

Cancellations made with less than 24 hours' notice will still be charged. This will apply even if your child is at a school event, and you have not let us know.

If children are absent due to illness or sent home during the day, there will be no charge for the first day. However, if you know that your child is likely to be off for subsequent days, you must notify us, or charges will be made.

Swapping Days
If you would like to swap a day, **and subject to space being available**, this will not incur any additional charges.

We hope that your child enjoys their sessions with us! If you have any feedback, or suggestions to improve the club please do let me know.

Thank you

Jodie Bacon
After School Club Manager