



## **HOLY TRINITY AFTER SCHOOL CLUB**

**at**

**Holy Trinity CE Primary School  
Eagans Close  
East Finchley  
London  
N2 8GA**

**020 8883 1824**

**Mobile: 07932 359 834**

### **Information for Parents**



## Welcome

The after school club started in 1991 and has been meeting in Holy Trinity School since 2004 to provide an out of hour's childcare facility for families throughout our school. The club takes children from Reception to Year 6.

## Holy Trinity After School Club Mission Statement

**This statement outlines the services that children and parent/carers can expect from our Club, and the values that inform our work:**

### **Our Club aims to:**

- Provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely.
- Help children to develop responsibility for themselves and their actions and to become competent, confident, independent and co-operative individuals.
- Encourage children to have a positive attitude and respect for both themselves and other people.
- Promote a positive relationship with parents/carers and work in partnership with them to provide high quality play and care for their children.
- Offer an inclusive service that is accessible to all children from Reception to Year 6 in the school community.
- Undergo regular monitoring and evaluation of our services to ensure that the Club continues to meet the needs of children and parents/carers.

### **Our Club is committed to meeting the needs of parents and carers by:**

- Listening and responding to their views and concerns.
- Keeping them informed of our policies and procedures, including opening times, fees and charges, and programmes of activities.
- Sharing and discussing their child's achievements, experiences, progress and friendships, along with any difficulties that may arise.

### **Our Club is committed to providing:**

- Care and activities that put the needs and safety of children first.
- Activities that promote each child's social, physical, emotional and intellectual development.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- A staff team that is experienced, well trained and properly supported.
- Services that meet the conditions of the Children's Act 1989 and all other relevant childcare legislation, wherever they apply.
- An environment where no child is bullied or suffers discrimination in any form.

## Staffing

The After School club is staffed by existing members of our staff team, a combination of teaching and support staff. The adult/child ratio will be 1:10. There will be a minimum of 2 members of staff present each evening.

### About the Staff

#### **Patsy Day**

Patsy is our Welfare and Resources Manager and also works in our Breakfast Club. She has over 11 years' experience working at Holy Trinity School.

#### **Kathie Whiteley**

Kathie is a Key Stage 2 Teaching Assistant at the school, who has worked at the school for over 7 years and with Patsy runs the Breakfast and After School Clubs.

#### **Dave Cullinan**

Dave is a Teaching Assistant and Playleader who has been working at the school for the past 6 years, who also helps out at both the Breakfast and After School Clubs.

#### **Other Staff**

We have other staff who work on a rotational basis. They all work at the school during the school day and are well known to all the children.

All staff had a DBS check carried out at the commencement of their employment. Patsy, Kathie and Dave are qualified First Aiders.

## Opening Hours

**After School Club is runs 2 sessions. The first from 3.30pm to 4.30pm, the second from 4.30-pm to 6.00pm every school day with the exception of the last day of term – when there is no provision.**

The club takes place in the Club Room and have use of the playgrounds and outside area as well as an onsite kitchen where we prepare the children's snacks.

After the last lesson of the day, all children in Reception, Year 1 and Year 2 who are attending After School Club, will be taken to the Club Room. Children in Year 3 and above, who are attending After School Club, will make their own way to the Club Room. If your child is taking part in an after school activity and then are attending After School Club, they will be taken to the Club Room at 4:30pm.

### Contact Details

If you need to contact the school during the course of the day, please call the school office **020 8883 1824**, if the office is closed you will need to contact the After School Club team directly on **07932 359 834**. This facility is to enable parents to inform staff if you are going to be late collecting your child, or to cancel any session.

**May we remind parents that the school site has to be closed by 6:00pm – any parents collecting their children after this time will incur additional costs to cover overtime expenses. If for any reason you are going to be late, please contact us via the designated After School Club phone number (07932 359 834).**

### Refreshment

Children will be provided with a variety of snacks e.g. rolls, fruit, raisins and yoghurts (please see menu). They will be free to have a drink as and when they need it. At snack time children will be encouraged to sit down to eat together at the same time.

### Activities

Children have the opportunity to access a range of physical, creative and free play activities. Activities also include the use of outdoor areas, for example the use of the climbing frame, playground and astro-turf area in the summer. Children are supervised at all times.

Activities may include;

**Creative** – Junk Modelling, Play-dough, Sketching

**Physical** – Outdoor and Indoor Sports

**Free-Play** – Choose from the variety of games available

### Behaviour

After School Club follows the Holy Trinity school rules and sanctions. If the Behaviour Policy is not followed, appropriate action will be taken and places may be withdrawn.

Children will be rewarded appropriately for positive attitudes and behaviour.

## Prices and Admissions

Parents/guardians must complete an application form which provides us with basic information such as children's allergies/medical conditions that we need to be aware of, and an emergency contact number of the parent/guardian.

**Please ensure you inform us if your contact numbers change in case of an emergency.**

The charges are as follows:

### **Costs (2016/17)**

| <u>Half Session</u><br>3:30pm – 4:30pm pick up | <u>Half Session</u><br>4.30pm – 6.00pm | <u>Full Session</u><br>3:30pm-6:00pm |
|--|--|--------------------------------------|
| <b>£5.00</b>                                   | <b>£6.00</b>                           | <b>£10.00</b>                        |

Children with EHCP's or who need 1:1 support may incur an additional charge. Please speak to the After School Club leader.

The school reserves the right to review the fees at the start of each term.

### Child Care Vouchers

- Parents in receipt of childcare vouchers are responsible for ensuring that their account is not in arrears.
- Please note that our contract is with you and not with your employer.
- In the event that your account is in arrears pending payment from your employer, you are expected to clear these arrears within 2 weeks.

### Spaces

**Places must be booked before 2pm.**

Places for the After School Club need to be booked and paid for in advance. (All cheques should be made payable to Holy Trinity CE Primary School.) The school reserves the right to refuse a place if fees are not paid.

If you do not notify the school by 2:00pm of non-attendance you will still be charged. Refunds will not be given for non-attendance. If a child is unwell, *and has not attended school*, a credit will be issued.

### Collection

If you think you are going to be late collecting your child, you must call the After School Club Leader on: 07932 359 834. Parents who are late collecting their children will be charged additional fees (see Terms and Conditions). Places will be withdrawn if children are regularly collected late.

**If children are not collected within 30 minutes of the end of the session they are booked for, and there has been no communication, police and social services will be informed.**