



# **WYKE REGIS PRIMARY FEDERATION**

## **AFTER SCHOOL CLUB**

**Offering a safe, caring and friendly environment  
for children after school hours**

### **Session Times and Fees**

Session 1	end of school to 4.30 pm	-	£6.00
Session 2	4.30 pm to 6.00 pm	-	£6.00

Club Supervisor

Mrs Lorraine Davies

Club Assistant

Mrs Sara Hawkins

Casual Assistants

Mrs Rhonda Makin

Miss Kate Bagg

Mrs Jackie Cole

## **Introduction**

As part of our federation extended schools services we opened our After School Club in January 2018.

## **Our Aims**

- To provide safe and friendly childcare.
- To provide activities and games to stimulate children of different ages.

## **Management of the Club**

The Club is run and managed by the Governing Body of Wyke Regis Primary Federation.

## **Age Range of Eligible Children**

Children attending the Federation, from Reception to Year 6, are welcome to attend the After School Club. We regret that we are unable to take Nursery age children.

## **Organisation**

The Club Supervisor is Mrs Lorraine Davies and Mrs Sara Hawkins is the Club Assistant. Ordinarily the Club is held in the Infant School hall and uses other defined areas as activities dictate (eg outdoor play). Occasionally it may be necessary for operational reasons to relocate the club to the Junior School, on such occasions parents will be advised in advance.

## **Activities available:**

- Art and Craft
- Board Games
- Chill Out / TV Zone (supervised viewing)
- Use of ICT Equipment (supervised)
- Books
- Construction Toys
- Support with homework
- Outdoor activities(Weather permitting)

Whilst affording the children to relax and enjoy activities, we do expect all children to behave appropriately at all times.

## **After School Snack Selection Available**

Children will be able to select from a variety of snacks, fruits, fruit juice, milk and water.

## **Admission Procedures and Bookings**

If you wish your child to attend the Club you will need to complete a booking form. To ensure we have all the necessary information whilst your child is under the care of After School Club staff, you will need to also complete a contract agreement form and a contact and medical form. All forms are available from either school office or can be downloaded from our website. If you wish or need to cancel any days booked, please ensure that one week's notice is given. You and your child are welcome to make a preliminary visit to the Club if you wish. Please contact one of the school offices to arrange this for you.

### **Medication**

If your child needs to take any medication whilst at the Club, please complete the appropriate form, available from either school office or from the After School Club staff.

### **Booking and Fees**

All bookings must be made in advance to ensure that staffing levels can be planned and are not compromised. Any additional days or occasional usage fees can be booked at short notice provided there is space, but this cannot be guaranteed. An additional charge will be made for any late collection if staff ratios are compromised.

Club sessions and fees must be booked and paid for in advance. We operate a “no arrears” policy any outstanding arrears will be pursued. Payment can be made to either office in cash or by cheque payable to “Wyke Regis Junior School” Alternatively payment can be made by Childcare Voucher(s) or through the Junior School’s online payment system. If you would like to use the online payment system please call Mrs Hayne at the Junior School for information on how to use this method.

### **Safeguarding**

All staff have undergone Enhanced DBS checked. It will be assumed that the named parent/carer on the contact and medical information form will be picking up their child. If you wish anyone else to collect your child, please inform either school office prior to the Club starting.

Due to the school offices being closed at the time sessions take place, registered parents will be provided with a mobile telephone number to call in case of emergencies.

### **Occasional/Additional Places**

If spaces are available it may be possible for registered children to book additional places through either school office on the day. However, it is on the understanding that if staffing levels are compromised attendance may have to be refused, it is therefore better to give as much notice as possible to avoid disappointment.

Occasional use of the Club is possible, but completed registration, medical and contact forms must be received by the school office (either office is acceptable) before attendance is permitted.

### **Cancellation/Sickness**

We regret that in order to maintain appropriate staffing levels, we are unable to offer refunds for cancelled places or non-attendance due to illness. If your child is not attending the Club for any reason and it is not possible to inform the After School Club staff directly, please inform the school office as soon as possible. If absence is for the current day please inform the Junior School in the morning of the day of absence.

If you no longer wish your child to attend the After School Club please inform Mrs Hayne so that your child’s name may be removed from the register.

## **Questions**

*Can I send my child to the After School Club without notice?*

Unfortunately we are unable to accept children at the After School Club without notice. This is to ensure that the Club does not exceed statutory limits.

*Are you able to cater for specific dietary needs/preferences?*

We will discuss all dietary needs with parents and endeavour to cater for these.

*Will you ensure my child's allergies are adhered to?*

We will discuss any allergies fully to ensure we do not compromise your child.

Our After School Club is for the benefit of your children. We value any suggestions and comments you may have on what we currently offer so that we can improve the provision.

### **Wyke Regis Infant School & Nursery**

Shrubbery Lane

Wyke Regis

Weymouth

Dorset

DT4 9LU

Tel: 01305 782470

Email: [infooffice@wykeregisfed.dorset.sch.uk](mailto:infooffice@wykeregisfed.dorset.sch.uk)

### **Wyke Regis CE Junior School**

High Street

Wyke Regis

Weymouth

Dorset

DT4 9NU

Tel: 01305 786041

email: [junoffice@wykeregisfed.dorset.sch.uk](mailto:junoffice@wykeregisfed.dorset.sch.uk)

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