



**The Victory Primary School**

The best in everyone™

Part of United Learning

## **The Victory Primary School - After School Club**

### **Information Sheet**

Welcome to The Victory Primary School's After School Club.

We hope you find this informative and useful. If there is anything you would like to know that we haven't covered please ask a member of staff who will happily help you.

You will also be able to find details regarding the After School Club on the school website.

#### After School Club Team:

Michelle Durow – After School Club Manager

Emily Porter – After School Club Assistant

Trudie Ayling - After School Club Assistant

#### After School Club

Whilst the After School Club will uphold the ethos of the school, it will not be an extension of the school day. Children will be given opportunities to contribute to their own programme of activities and use the school environment in a more relaxed and inventive manner.

#### Where is the Club Located?

Although we run the club in the Nurture room, we like to make use of the playground areas and field. The children will also have regular access to the library.

#### What are the Club opening times?

The Club is open from the end of the school day (from 15:30) until 17:30. Your child will make their way to Nurture, where they will be registered. Children from KS1 will be escorted by a member of staff from their class.

#### How much does the Club cost?

The Club costs £6.00 per session. Which is because of additional staffing costs.

If your child is collected later than 17:30pm you will be charged an extra £5.00.

This will be applied automatically to your account.

If your child is collected late on more than two occasions within a half term period, a meeting will be arranged with the After School Club Manager and Headteacher.

### What does this cover?

This covers your children accessing a wide range of play opportunities within a safe and caring environment. Children at the Club are encouraged to assist in designing their own play programme supported by play workers such as model making, painting. After School Club staff also make a range of healthy food options.

### Collection of children

When collecting your child/children, knock on the After School Club window at the front of the school and a member of staff will come with your child to the front office. All children are to be collected from the front office.

Please ensure you are prompt in collecting your child by 17:30pm. If you are going to be late, please telephone the After School Club phone 02392 001160 ext. 139, so we can reassure your child. If someone else is collecting your child, you must notify the Club in advance as children will not be released unless authority has been received from the parent/carer.

### Cancelling your child's place

To cancel individual sessions, you must notify the school 24 hour before the booked session, otherwise you will still be liable for the full cost of the session.

### Policies

All of our school policies can be found on the school website for example safeguarding and behaviour.

### Complaints

Our aim is to provide an outstanding service for your child. However, should any problems arise, please speak to a member of the After School Club staff first and we will resolve attempt to it as soon as possible. If you are not satisfied with our response, we can then advise you on how to follow the school's complaints procedure.

## First Aid

All staff are First Aid trained and hold an up-to-date certificate. This is renewed every 3 years. If your child requires first aid during After School Club, we will keep a record.

## **The Victory Primary School's After School Club Admissions & Payment Policy**

Breakfast Club and After School Club are additional services that school provides to offer an end-to-end school day for parents that need those extra hours of childcare each day.

The current ratio is 1 adult to every 8 children. There is no statutory staff ratio for children over 8.

Places will be offered on a first come first serviced basis.

Children from Year R to Year 6 can attend. Once all daily places are filled, a waiting list will be established with the following priority order:

1. Siblings of children already attending
2. Existing users who wish to increase their number of sessions per week
3. Vulnerable pupils and primary carers
4. Children whose parents work & need to attend courses or training

To ensure the club runs efficiently and to keep standards very high with the correct level of staffing, payments must be made on time. Payment terms are as follows:

- After School Club session are to be paid at time of booking via the Arbor App.
- Payments can be made debit/credit card Via the Arbor App.
- Fees are reviewed annually, and parents/carers will be notified the half term before any changes are made.

**To register your child for After School Club, please use the Arbor App. Guidance for using the Arbor App can be found on our school website.**

**Thank you for choosing The Victory Primary School's After School Club.**

**If you have any further queries, please contact the school or email us at: [admin1@thevictory.portsmouth.sch.uk](mailto:admin1@thevictory.portsmouth.sch.uk)**

We look forward to welcoming you child to After School Club. Please do not hesitate in contacting the school for further information