

ST BENEDICT'S CATHOLIC
PRIMARY SCHOOL

OUT OF SCHOOL CLUB

USEFUL INFORMATION FOR
PARENTS

INTRODUCTION

St Benedict's before & after school club was established in April, 2016 in order to provide high quality out of school club provision for our pupils. A team of highly experienced staff has been appointed to provide this care under the supervision of Mrs Gornell, the Head teacher. The aim of the club is to provide a fun, safe and stimulating environment for our children and to maintain close links with our parents.

OPENING HOURS (TERM TIME ONLY)

BREAKFAST CLUB

Monday to Friday 7.45am to 9.00 am

AFTER SCHOOL CLUB

Monday to Friday 3.30pm to 6.00pm

CONTACT NUMBER: Contact Mrs Catherine Curtis on **07759 918013**

We appreciate that, due to unforeseen circumstances, you may not always be able to collect your child at the pre-arranged time. We would appreciate your co-operation in contacting us immediately if this is likely to happen. An extra charge will be incurred at such times.

In the event of someone other than a designated adult collecting your child then please inform Mrs Curtis in writing or by phone. **We ask that the person bring ID with them.**

PLEASE NOTE THAT CHILDREN WILL NOT BE RELEASED TO ANYONE UNDER THE AGE OF 18

POLICIES

The club adopts all of the school policies. These are located on the school website should you wish to read them.

DISCIPLINE & BEHAVIOUR

We expect the same high standards of behaviour in club as we expect in school.

ACCIDENTS OR INJURY

If your child has an accident or injury in club you will be informed by staff.

FEES

Fees are payable in advance and are non-refundable.

Charges are as follows:

Before School:

From 7.45 am to 9.00 am - **£6.00**

After School:

Collection any time before 5.00pm - **£7.50**

Collection between 5.00 pm and 6.00 pm - **£9.50**

An additional charge of **£10 per 15 minutes** will be levied for late collection of your child from After School Club.

SNACKS

A healthy snack will be provided for your child shortly after the end of the school day.

ACTIVITIES

Table top activities, arts & crafts, and small games will be available. There is an area for children who may choose to do homework. The children will be encouraged to play outside when the weather permits.

CANCELLATION OF PLACES

48 hours notification must be given to Mrs Curtis if you wish to cancel a session for your child. Failure to notify of cancellation at least 48 hours in advance will incur the charge for the session.

TERMINATION OF PLACES

Two weeks' notice or payment in lieu is required should you decide to terminate your place.