



Thaxted Primary School

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Thaxted Primary School After-School Club

Timings

After School Club runs every day from 3:15pm until 6:15pm. At the end of the school day, children are collected from their classroom and registered before being free to play. If your child is attending a school club, they will be taken to the After-School club once this has ended.

Activities

Children attending are welcome to spend time doing their homework, reading or spelling if they wish. Alternatively, they will be able to play in a safe and supervised environment, using school resources and equipment.

Staffing

The children in the club are supervised by staff who are already employed at the school. At present these are:

Dianne King:	Learning Support Assistant and After-School Club Supervisor (Monday to Thursday)
Gayner Barrett:	Learning Support Assistant
Shelley Wright:	Breakfast Club Assistant and Midday Assistant

All staff were recruited following Government Guidelines for recruiting staff in an education setting. There will always be at least one member of staff who is trained in pediatric first aid.

Catering

All children are offered a snack of a piece of fruit at the start of the club.

A hot meal, is prepared and served in the school hall from Monday to Thursday at around 4.45pm. A cold meal, consisting of sandwiches, fruit, a yoghurt or a cake is provided on a Friday. Examples of the type of hot meals served can be seen below. Whilst we endeavor to provide a variation on what is offered at lunchtime, there may be some overlap from time to time. Please note, however, that the children at the After-School club will never be given

“leftovers” from what is served at lunch time. As is the case with all catering at the school, particular dietary requirements will be taken into account.

Typical Hot Meals:

- Pasta with sauce (tomato/bolognese)
- Chicken Goujons with cubed potatoes
- Fish Fingers and chips
- Cheese and tomato pizza
- Jacket potato with Cheese or Tuna
- Hotdogs
- Stir-Fry with Noodles

All meals are served with either salad or a vegetable.

Collection

The club finishes promptly at 6.15pm but you can collect your child at any time after 4pm. Please note, however, that we charge a set amount per day and this will not be reduced if you collect early. Collection from the club is via the entrance to the studio building. If the gates are closed you will need to ring the bell at the gate to gain access to the playground. Please note that there will be a charge for late collection (see section below).

Charges

There is a flat fee of £15.00 per child per session, regardless of the length of time that your child spends at the club, which includes the meal outlined above. The club finishes promptly at 6.15pm. All timings will be taken from a digital clock in the studio.

Additional charges will be made for late collection as follows:

Up to five minutes (6.15 to 6.20pm):	£5.00
From 5 to 10 minutes (6.20 to 6.25pm):	£12.00
From 10 – 15 minutes (from 6.25 to 6.30pm):	£15.00
From 15 – 25 minutes (from 6.30 – 6.40pm):	£20.00
Beyond 25 minutes (after 6.40pm):	£30.00

A payment item will be set up on Parentmail and you will be expected to pay it within 14 days. Your child may be refused entry of the club if collection charges are outstanding for longer than 14 days.

Should a parent/carer arrive at the club after 6.15pm on more than three occasions over the course of a term their child/children will be removed from the register for the remainder of the term and will not be able to attend until the start of the next term.

The After-School Club is in a position to accept childcare vouchers. Please note this on your registration form if you wish to pay using this method.

Bookings

All parents of children attending the club will need to complete a registration document, which will be sent to them in the form of a questionnaire via Parentmail. Once completed their child will be added to the register and parents/carers will be able to credit their account and book places via their Parentmail account. Places can be booked on a daily, weekly or termly basis, either for ad hoc days or for daily attendance. Places cannot be booked if an account is not in credit.

The current capacity for the club is a maximum of 25 children and places are allocated on a “first come first served” basis.

For further information about the club please refer to the After-School Club policy on our website.