



St Mary the Virgin CE VA Primary School
& Shooting Stars Nursery
*Everything is possible.
Just believe!*



Orbit After School Club Parental Agreement

General Information

Starting in September 2018, ORBIT CLUB will be our new after school club which will now be run by the Governors of St Mary the Virgin CE VA Primary School providing after school childcare during term time for children aged 3 to 11 years old, in a safe, happy environment, supervised by professional and experienced staff. Children must be a pupil of St Mary the Virgin CE VA Primary School or Shooting Stars Nursery. A broad and balanced programme is provided of recreational and educational activities. A quiet area is set aside where children can read or rest and a healthy snack and drink is provided.

Children are supervised at all times by members of staff, until they are collected by their parents or a named substitute.

Charges and Times

Bookings are divided into 3 sessions each day and all children will receive a light healthy snack and drink. The sessions are split into the following:

Session 1	3.25pm - 4.30pm	£4.70 per session
Session 2	4.30pm - 5.30pm	£4.70 per session
Session 3	5.30pm - 6.00pm	£2.35 per session

If your child wishes to take part in the cooking or dance activities this will incur a 50p extra charge making the hourly rate £5.20 on those days.

Parents will be given one month's notice of any increase in fees.



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Psalm 119:133

"Direct my footsteps according to your word"



Official Recognition

The Club is registered with OFSTED under the schools registration number 134020. Orbit Club is subject to our own school policies and guidelines.

Registration, Booking and Payment of Fees

A REGISTRATION FORM MUST BE COMPLETED FOR EVERY CHILD PRIOR TO ATTENDANCE AT THE CLUB. Registration forms are available from the school office.

Sessions need to be booked monthly in advance with payment required at the time of booking and before the payment deadlines detailed on the booking form. Payment is preferably by BACS (online banking) using your child's name as a reference but in exceptional circumstances we will take cash or cheques (payable to St Mary the Virgin Primary School). Monthly deadlines will be notified to parents via Parentmail and notices at the After School Club. Non-payment may result in your child's place being suspended and if after 2 weeks payments have still not been paid for sessions you have booked, your child's place will be removed.

All fees must be paid for all sessions booked even if your child is away for short term sickness as staff wages will still have to be paid

In the eventuality that a session is over-subscribed, spaces will be allocated on a first come, first serve basis.

The club will be staffed according to numbers booked so we therefore request that last minute bookings be made at least 48 hours in advance and they will be subject to availability. Emergency last minute bookings will only be accepted on the day if space allows and at the discretion of the Headteacher or Deputy Headteacher.

Cancellations

Any cancellation must be notified in writing. Credit for absence/cancellation can only be given in exceptional circumstances (at the discretion of the Headteacher) as costs are still incurred.

Late Collection

We ask that you pick up your child promptly for the following reasons:

- It is upsetting for a child to be left behind after the others have gone
- By law, appropriate staff ratios have to be maintained at all times
- Staff that have to stay behind are paid on an overtime basis
- If a child is not collected and staff cannot contact named people on the registration form Children's Social Care would need to be informed



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The school reserves the right to charge £5.00 for every 15 minutes or part of that you are late collecting your child. These charges will apply for each day of late collection and are non-negotiable and we appreciate your understanding with this matter.

Ground Rules

- The After School Club is subject to the school's policies and procedures concerning child protection and safeguarding.
- The After School Club will provide a healthy snack and activities to assist learning, e.g. homework, reading, drawing and playing board games. Children will not be allowed to leave the After School Club room to play outside unsupervised.
- Staff will be responsible for the care and management of children, treating them with respect at all times.
- The After School Club will comply with environmental Healthy Food Safety Standards and Allergen standards.
- All children are expected to behave well, show respect, be polite, look after equipment and resources, and be co-operative and courteous to staff and to each other. The club is subject to the same policies, procedures and expectations that apply to the school as demonstrated through the school's Behaviour Policy. For their own safety, we expect children to carry out instructions given by the staff. The school has the right to refuse a place for a child whose behaviour is unsatisfactory.
- Children who do not behave well or do not show respect for staff or each other will not be allowed to attend the club - either permanently or temporarily depending on circumstances.
- The club is subject to the same policies and procedures that apply to the school's Equality Policy.
- In the event of a parent wishing to make a complaint, this should be made in the first instance to the After School Club Leader, Miss Jane Crew. If a parent is still concerned then the matter should be taken to the Headteacher, Mrs. Bullmore.
- The Headteacher along with the Governors are ultimately responsible for the After School Club but it is not expected that a member of the Senior Leadership team is on site whilst the club is in operation.
- By registering your child with Orbit Club the understanding is that you agree with St Mary the Virgin CE VA School's operating policies and the terms and conditions set out in this document.

Notice of Leaving

If you wish your child to no longer attend Orbit Club, we require 4 weeks' notice as staff will have been arranged to work for the amount of children booked in.



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Absences

Please notify THE OFFICE if your child is unable to attend any after school sessions for any reason. If your child is absent due to sickness then please make it clear when you report the absence to the school office that Orbit Club also needs to be informed. Notification of absence to Orbit Club is essential to avoid staff searching for children who are not attending.

Sickness, Accidents, First Aid and Emergencies

If a child becomes ill during a club session, every attempt will be made to contact one of the people listed on the Registration Form, to arrange collection of the sick child. The child will be cared for until collection.

In the case of a minor accident, basic First Aid will be administered.

In the case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/guardian to advise or discuss with him/her the course of action to be taken.

PLEASE NOTE: the Registration Form contains an AUTHORISATION giving permission for staff to act 'IN LOCO PARENTIS'. If the parent/guardian cannot be contacted in time, the club organiser will invoke the authority to take action to gain appropriate medical treatment for the child. IF YOU DO NOT WISH TO GIVE SUCH AUTHORISATION, PLEASE INDICATE THIS ON THE REGISTRATION FORM.

Administration of medication can be undertaken by staff. Please complete "A Parental Consent for Administration of Medicines" form, available from the office, if you require medication to be given to your child whilst at the After School Club.

Early Years Foundation Stage Profile

For children in our Nursery and Reception class we will be guided by the learning and development requirements of the Early Year Foundation Stage Profile as follows:

Personal, Social and Emotional Development

We will help the children develop a positive sense of themselves and others and to form positive relationships and develop respect for others. We will help them develop social skills and learn to understand appropriate behavior in groups. Older children will help the younger children and everyone will be able to make their own positive choices.



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Communication and Language

We will involve the children in activities and experiences to enable children to experience a rich language environment; to develop their confidence and skills in expressing themselves and to speak and listen in a range of situations. The children will make their own choices with regard to their breakfast and will work as teams to ensure that the breakfast club runs smoothly, helping younger children and helping to clear up at the end. They are also given the opportunity to choose their own activities from the daily plan, such as completing homework, drawing, playing with the toys and playing individually or in groups.

1st September 2018

PLEASE RETAIN THIS INFORMATION FOR FUTURE REFERENCE

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