



TRINITY SCHOOL AFTER SCHOOL CLUB

TERMS & CONDITIONS

Trinity School After School Club is registered with Education CEYS and is based at La Route de la Trinite, Trinity, JE3 5JP. The club is open from 3.00 pm until 5.30 pm on a Monday, Tuesday, Wednesday and Friday and 6.00 pm on a Thursday during term time.

Our aim is to provide a safe and secure and relaxed environment for Trinity School students offering a range of activities to reflect the interests of the children in our care.

We will offer a range of activities, there will always be a selection of activities and resources available for the children.

What we will provide

The food we will provide is not intended as a substitute for a main evening meal. We will provide snacks for the children and we will follow statutory guidelines. Fresh drinking water will be available at all times. We will meet individual dietary requirements and we recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.

Staffing

The Trinity After School Club will be staffed by an onsite Manager and After School Club Assistants. We will provide a smooth transition between school and the club. All of our staff have significant experience working with children here at Trinity School and they will continue to undertake professional development training in relation to the After School Club. All staff members are DBS checked and there will be someone onsite who has designated first aid qualifications.

If you have a query or concern at any time, please speak to a member of staff at the Trinity After School Club when you collect your child. If you have any further queries or require a meeting, please email admin@trinity.sch.je to arrange an appointment.

Policies and Procedures

The Trinity After School Club has clearly defined policies and procedures. Copies of the full policies will be kept by the onsite Manager and are available for parents to consult on request.

Admission

The Trinity After School Club will be accessible to children who attend Trinity School from Reception onwards. A child will leave After School Club when they leave the Trinity School. Admission is organised by the school office and we use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending.

We will require a completed booking registration form for your child before they can attend the Trinity After School Club. This information will be treated as confidential and will be stored appropriately. Any subsequent changes to the information provided on the booking registration form should be notified to the school office immediately.

Please advise of any special dietary requirements or food allergies on the booking registration form.

Payment of fees

Fees are charged per session. The costs of which are attached and detailed in the booking form.

Fees must be paid by bank transfer and payment details and terms will be stated on your invoice. Payments need to be identifiable. Please use your surname and invoice number on bank transfer payments for this purpose.

Fees must be paid by the payment date which is detailed on your invoice. If payment is not received by the payment date your child's place will not be held at After School Club.

Parents are required to complete the booking form and state what childcare they need.

Half a term notice is required in writing if you wish to cancel your child's place at After School Club.

If payment is not made in accordance with the terms and conditions after 5 days places will be withdrawn until payment is received. Legal action may be taken to recover any debt. If you experience any financial difficulties in making a payment by the invoice due date please email admin@trinity.sch.je.

If your child is ill, on holiday, attending a school trip or any other absence there will be no reduction in fees. Refunds will not be given if the school is closed due to unforeseen circumstances. The parent is therefore obliged to make full payment.

Booking Procedure

Parents must complete the booking registration form before their child can attend the Trinity After School Club. Once places are confirmed and an invoice has been raised payment is required in full by the last Monday before a half term.

Temporary Changes

If you know in advance of any days when your child will not be attending the Trinity After School Club during a specific half term please email admin@trinity.sch.je advising us of these dates **the half term before the absence**. We can then adjust your invoice for the forthcoming half term accordingly. No refunds can be given if dates are not confirmed the half term before.

If your child will not be attending the Trinity After School Club on any given day at short notice, please email admin@trinity.sch.je so that staff can be informed. Short notice cancellation changes will not be refunded.

Personal Property

We accept no liability for children's property whilst attending the After School Club sessions.

Arrivals and Departures

Children in Reception will be collected from their classroom at 3.00 pm and will be taken to the Trinity School After School Club. Key Stage 1 and 2 children will make their own way to the club.

A register is taken when children arrive, and you will be required to sign out your child each day when you collect them. We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify us in advance by emailing the school. We will not release your child into the care of a person unknown to us without your authorisation.

If your child is attending an extra-curricular activity at Trinity after school (football, netball) then they will be taken to the Trinity After School club by a member of the Trinity School staff once this activity has finished.

Late Collection

If you are late to collect your child from After School Club then a penalty fee of £3.00 will be invoiced and persistent lateness will result in the place being withdrawn.

Trinity After School Club finishes at 5.30 pm on a Monday, Tuesday, Wednesday and Friday and at 6.00 pm on a Thursday. If you are delayed for any reason, a cost for late collection may be incurred as we will need to staff accordingly. If your child remains uncollected after 30 minutes and you have not warned us that you will be delayed, we will attempt to contact you and if we have been unable to reach you or any of your contacts we will take this matter further with the authorities.

Experiences

After School Club Experiences will be reviewed each term to ensure that we offer a variety of activities whilst the children are at After School Club.

Parents will be emailed in advance to select the experience that they wish their child/children to take part in. These final choices should be emailed to admin@trinity.sch.je and places in the experience will be allocated on a first come first served basis. Once the term has started it is not possible to make an amendment to an experience choice, parents/children are expected to commit to the experience.

Once an activity is full for the term, then a Waiting List will be operated and parents will be contacted by the school office to advise you of a potential place within a specific experience.

If the experience is sport related, children should bring their trainers and PE kit to change into so that they can safely participate in the experience.

We endeavour to ensure that all experiences take places weekly, however, a session may not run due to staff absence and during these times children will join in with the free play experience.

Free Play Experience

Free Play/ Continuous Provision is offered throughout each session, which includes small world play, imaginative play, den making, climbing wall, sports games, arts and crafts, board games, well-being area and more. There will also be an opportunity for any of the children to use the computers or access a quiet space should they wish to complete any schoolwork whilst at After School Club.

Child Protection

We do our utmost to create an environment in which children are safe whilst at the Trinity School After School Club. We comply with all child protection procedures and ensure that all staff are appropriately trained.

Equal Opportunities

The Trinity School After School Club will provide a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

Special Needs

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or carers to fully understand your child's specific requirements. We will endeavour to accommodate children of all abilities whilst working within the Club's limitations and staffing capacity. Each case will be considered individually and risk-assessed to ensure everyone's safety.

Behaviour (Children)

We will have a clear Behaviour Management Policy which will be available on our website. The Trinity After School Club promotes an atmosphere of care, consideration and respect for everyone attending: children and staff.

The Trinity After School Club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. We will try to be flexible in order to accommodate such cases.

However, if your child's behaviour poses an immediate danger to themselves or others, we will require you to collect them from the Club straightaway. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Club.

Behaviour (Adults)

Our school core value is one of respect and we will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. The Trinity After School Club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at the Club we will contact you and ask you to make arrangements for them to be collected.

Accidents and First Aid

Every precaution will be taken to ensure the safety of the children at all times and the Club is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child. Any accidents and injuries, together with any treatment given, are recorded in the After School Club Accident Form which will be presented to the adult collecting when the child is collected from After School Club.

Medication

Please let the onsite Manager know by emailing admin@trinity.sch.je if your child is taking prescribed medicine. If your child needs to take medicine whilst at the Club you will need to complete a Permission to administer medication form in advance. This can be requested by emailing admin@trinity.sch.je. Medication that is to be administered whilst your child is at After School Club, must be in a labelled container with the child's name and the dose and frequency clearly displayed. If any medicine is administered during the After School Club session, the staff member will make a record of this on the signed permission form.

Food Safety and Hygiene

All After School Club have undertaken the Food Safety and Hygiene level 1 or 2 (where applicable). This course included training in safe food handling, preparing, cooking and storage.

Fire Safety

Fire safety information is displayed around the school including the After School Club area. The notice summaries what to do in the event of a fire and specifies the location of the assembly point.

Complaints Procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the onsite Manager in the first instance.

Verbal complaints will be investigated and acted upon accordingly. If require written acknowledgement will be sent.

All written complaints should be addressed to The Headteacher and will be acknowledged within three working days of receipt and a full written response will be given within 28 days.

Pledge to Parents

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children.

We will keep you informed of opening times, fees and charges, programmes of activities and procedures. Reasonable changes may be made from time to time to these terms and conditions and to the level of fees.

We will be consistent and reliable to enable you to plan with confidence and peace of mind.

We will share with you your child's achievements, experiences and progress whilst at the Trinity School After School Club.

We will listen to your views and concerns to ensure that we continue to meet your needs.



TRINITY SCHOOL AFTER SCHOOL CLUB
TERMS & CONDITIONS - CONFIRMATION

Please sign and return this confirmation slip to the school office.

I confirm that I have read and agree to the Terms and Conditions of the Trinity School After School Club.

Name of Child: _____

Parent Name: _____

Signature: _____

Date: _____