

Introduction

Welcome to After School Club. After School Club is available Monday – Friday from 3.20pm – 5.30pm (term time only) in the Hub.

Our aim is to create a welcoming, friendly social setting in which the children can enjoy.

Below is some information that you may find helpful.

Staff

Miss Sultan, Miss Forsythe, Mr Dougherty, Miss Gamble and Miss Feeney will be the staff in charge of running the After School Club.

Times, Payments and Late Charges

Times and payment for the club has been broken down into full and half sessions.

Club Times	Amount Fee	Late Collection Charge
3.20pm - 4.30pm	£5.00 per child/session	Arrive after 4.30pm full session price will be charged (£10)
4.20pm - 5.30pm (children may attend after an extra-curricular club)	£5.00 per child/session	Arrive after 5.45pm £2.00 Arrive after 6.00pm £5.00
3.20pm - 5.30pm	£10.00 per child/session	Arrive after 6.00pm £5.00

- Please collect your child/children at the correct time to avoid any extra charges.
- Where possible, please keep the School Office informed of how many After School Club sessions you will require, as the maximum number of children we can have in one session is 30.
- To add your child's name or cancel the place this **MUST** be done before **1.30pm**.
- Any booked sessions not attended without notification will be charged.
- Payments **MUST** be settled by the end of each week. No payment may result in sessions being cancelled, even if you are a regular member.
- Cheques are made payable to Northway Primary School.
- Families may use the voucher scheme to help pay for their sessions (please speak to Miss Sultan in the office). Please be aware that vouchers can take up to 3-5 working days before they appear on the school account.

Arrival

Reception children will be collected from class at 3.20pm. All other children will make their own way to the Spanish Steps. If your child is attending an Extra Curriculum Club first (Football, Dodge Ball etc.), the teacher in charge will bring them to the hub.

Collection of your child

For safeguarding reasons your child **MUST** be collected and signed out by an adult or a family member over the age of 16. We ask that your child only leaves the premises with an adult that the staff at After School Club are familiar with.

Last pick up from the club is 5.30pm. Please can you make sure you collect your child on time.

Daily Routine

A snack is provided each evening. An example of foods will be: - fruit, milk and water along with waffles, wraps, crackers etc.

Transfer of Bookings

We will try our best to accommodate for any transfer of bookings e.g. transferring a Tuesday to a Wednesday session. Please note that flexibility is limited and will be subject to availability.

Safeguarding Statement

Northway School is fully committed to safeguarding and promoting the welfare of all our children. This commitment is reflected in our policies and practices throughout school. Parents should be aware that the school will take reasonable action to ensure the safety of its pupils.

In cases where the school/After School Club has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, we are committed to following Liverpool Safeguarding Children Board's Safeguarding Children procedures and inform Children's Services. If you have any concerns about a child you can speak to Mrs Lightfoot or Mrs Delaney (Safeguarding Co-ordinators) or a member of the After School Club team.

Parents and carers are welcome to view/download a copy of the Child Protection Policy via the website.

Medical Matters

Medicines should only be brought to the club when it is **ESSENTIAL** or where it would be detrimental to a child's health if it were not administered during the school day.

Medicines will only be accepted that have been prescribed by a Doctor, Dentist, Nurse Prescriber or Pharmacist Prescriber. **Parents must come into school and complete a consent form - no medicine will be administered without such consent.**

In most instances it will not be necessary to bring medicine into school especially if it is prescribed to be taken 3 times a day (*once before school, once after school, once before bed*).

A copy of our Welfare and Asthma Policy is posted on the school website or can be obtained from the school office. www.northway.liverpool.sch.uk

A qualified member of staff will be on site to administer first aid to children when an accident occurs. If believed necessary, staff members will contact parents/carers to come and collect the child if they need to visit a doctor or hospital. If it is an urgent situation, 999 will be called.

Northway Values

The core values we believe to be essential as the children journey in learning at Northway (signposts along the road) and other values we would love the children to grow and develop, as they become resilient global citizens (fruits growing on the tree) both now and in the future. It applies equally to all staff, parents and children before, after and during the school day.

RESPECT: Trust, Courage, Compassion, Forgiveness, Perseverance, Hope

Involvement in the club is conditional on your child following these values. Failure to maintain appropriate behaviour will result in their exclusion.

Complaints Procedure

We are always happy to hear feedback from parents/carers as we strive to provide the best care for your child. However, if a parent is unhappy with their child's care, we ask that they inform a member of the After School staff either verbally or in writing.

Thank you.