

Timings

After School Club operates from 3.15pm - 6.00pm (term time only) and current costs for each session are as follows:

Twilight Session - 3:15pm until 4:30pm, £3.50

Late Session - 4:30pm until 6:00pm, £4.50

Both Sessions - 3:15pm until 6:00pm, £8.00

If you are late collecting your child, an extra charge of £1 will be incurred for every 5 minutes past 6:00pm.

Admissions

Only children attending Lansdowne Primary School are eligible to attend the club.

An information form must be completed prior to the child's commencement at the club, containing information about the child's date of birth, address, health, contact details and persons who may collect child.

Parents are made aware of how to access policies and procedures.

All staff are made aware of the details of a new child.

Children's attendance is recorded in a register and parents must sign their children out when they leave.

Arrival and departure

Children will be escorted by the class Teaching Assistant to the After School club.

On arrival all children are marked on the register.

When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded.

Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.

The club reserves the right to withhold children if the person collecting the child is not on the registration form or the parents have not informed the school of the identity of the person collecting. A password system may be used for this purpose.

Daily routine

3.30pm: All children gather together in the hall area for a snack and a drink. Staff members will supervise the children at this time whilst the remaining staff will prepare the next activity. After a snack the children will choose between Indoor 'free play activities' or Outside play (as long as it's dry).

3.45 - 5.00pm: Craft activities facilitated by Play leaders (and free play available), and Outdoor game facilitated by Play leaders (free play available).

5.00pm: Twilight club late tea.

5:20pm: Quiet time.

5.45pm: Staff and children tidy up

6.00pm: Last collection

Safeguarding

Our school is a community and all those directly connected (staff, governors, parents, families and pupils) have an essential role to play in making it safe and secure. The school adheres to the KCSIE 2023.

You can find our Child Protection Policy on our website: www.lansdowne.kent.sch.uk

Behaviour

The Breakfast and After School Club will follow the Behaviour and Anti-Bullying Policy of the School

First aid

All accidents will be recorded on Medical Tracker and accurately reported to the parents/carer upon collection.

All incidents are dealt with by a qualified first aider. Parents of any child who become unwell during club will be contacted immediately. If a child is sent home during school hours, the club leader will be informed of their absence.

Uncollected children

Parents will be contacted in the first instance by telephone. Emergency contacts will be contacted in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

Payment of fees

If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible.

Payments must be made in advance, either termly, monthly, weekly or daily. There are no exceptions to this as it is essential that the club is self-financing. If you are paying daily, payment must be made in the morning of that day. Payments should be made via card payment or bank transfer.

Use of the club will be restricted if payment is not received. The Trust will implement its Debt Recovery policy when required.

If you are late collecting your child, an extra charge of £1 will be incurred for every 5 minutes past 6:00pm.