



**St Mary's Nercwys Voluntary Aided Primary School  
After School Club**

**Admissions Information Policy**

The following criteria will form the basis for admission into the After School club. It should be noted that this policy will be reviewed regularly, but those full-time members will keep their places.

**After School**

- ❖ The Club will operate Monday - Friday from 3.30-5.30pm.
- ❖ Pupils will need to be booked in, so that we can ensure appropriate staffing levels.
- ❖ The staffing ratio is 1:8; priority will be given for those children requiring a full-time facility up to an overall percentage estimated for the club to break even in financial terms. Wherever possible if there is a requirement we will attempt to employ an extra member of staff.
- ❖ Places will be reviewed each term and are not transferable.

**Payment**

- ❖ Fees are £4 per hour, payable on a half hourly basis, per child, with a 50% discount for third and following child/children.
- ❖ Fees are to be paid by the parents at least weekly and preferably by the end of each week but exceptionally by the beginning of the following week, **preferably via the Schoolcomms online** payment system, see details below for instructions on how to do this:

All you need are your email address and mobile number that school holds on record for you.

- ❖ **Visit the website:** [www.schoolgateway.com](http://www.schoolgateway.com) and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to log into School Gateway.

**OR**

- ❖ **Download the app:** If you have a smartphone, please download School Gateway from your app store (Android and iPhone). The app shows the same information as the website PLUS it saves the school money when we send you a text message.

**Trouble logging in?**

If you're having trouble logging in, it may be because the school doesn't have your current email and mobile phone number on record. Please contact the school and we'll update the details on our system. We hope that you will find School Gateway to be a fast and easy way to pay for school items.

- ❖ A fine of £5 per child will be charged for each quarter of an hour should you arrive late to collect your child after 5.30pm.

**Non-Payment**

- ❖ Failure to pay as described will result in the place being forfeited.

**Non-Attendance**

- ❖ 24 hours notice is needed to cancel a place otherwise parents will be liable for 50% of the fee.

### **Medicines in After School Club**

We have a protocol for the administration of medicines and this will be strictly adhered to. The exception to this is self-administered medication for asthma etc. We will only administer medicines with written parental permission and clear instructions.

Medicines are placed in the school's medicine cabinet. The medicine can then be collected when picking up your child (children) from after school club.

### **Food and drink**

- ❖ Water/squash and breadsticks/raisins/biscuits will be served at the start of the session
- ❖ More substantial refreshments will be served at 4.15pm approx, e.g. sandwiches/cheese and crackers/fruit/yoghurt etc. Drinks will also be available.
- ❖ Children are not allowed to bring foods in from home, unless there is a dietary requirement as directed by a dietician / doctor

### **Complaints procedure**

- ❖ In the first instance any complaint should be made to one of the after school club supervisors, who will make every effort to resolve the matter.
- ❖ If unresolved the complaint should be made in writing to the Headteacher and may be shared with the Governing Body.

### **Supplementary information**

- ❖ If an emergency occurs which prevents you from collecting your child, please contact us and let us know your estimated time of arrival. Your child may be upset and we would want to keep them informed as much as possible.
- ❖ If you have a genuine emergency we will of course do all we can to assist.
- ❖ In the event of non-collection or contact from the parent, the after school club supervisor will:
  - Telephone the emergency contact numbers specified on the registration form.
- ❖ If the child is left in after school club late without explanation and the emergency contacts cannot be located, the local authority will be contacted.