

After School Club

Rules and Regulations

The below rules and regulations are for the parents and carers of the Talavera Junior School After School Club. Parents or carers who complete a booking form must sign the bottom of the booking form agreeing to these rules and regulations. By signing the registration form you agree that you have read and understood all rules and regulations and any queries should be cleared up before signing the registration form.

1. Registration forms must be completed in full before your child can be allocated a place. This includes accepting these rules and regulations.
2. Parents/carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be made in writing to Julie Riley or the school office on the appropriate form.
3. Those on the club waiting list will be notified once a place becomes available and must notify the school if they no longer wish to remain on the club waiting list.
4. After School Club starts at 3.15pm, the children will meet in the intervention room. Infant school children will be collected from the infant school. Children must be collected from after school club before 5.45pm; access to the club will be difficult as both staff and children may be involved in activities in different parts of the school.
5. To access the club, parents/carers must use the front entrance and ring the Hangout bell. Access may be difficult as staff and children may be outside or engaged in different activities. The attendee of the After School Club must be signed out when leaving the club and will only be released to a known adult such as a parent or childminder.
6. Fresh fruit and water will be available throughout the session.
7. Parents/carers agree to collect their child before 5.45pm. Parents, who are regularly late collecting their child, will not be allocated a place in future.
8. The After School club will not run on days that the school is closed to pupils. Parents/carers will not be charged for days that the club is closed.
9. Booking forms will be sent out in advance of the next half term. When booking forms have been processed and places confirmed, parents must then pay in advance by electronic payment if possible. Further details of payment methods are available from the Junior School Office. The After School Club Staff reserve the right to refuse any child entry into the club if payment has not been made.
10. The After School Staff aim to provide a safe, stimulating and happy environment for all children. The After School Club staff reserve the right to exclude any child whose behaviour is disruptive, following the Junior schools behaviour policy.
11. We will endeavour to provide a high quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns please speak to the After School Club Staff. If this is not resolved please contact Julie Riley, Admin Officer or Amanda Webb, Headteacher of the Junior School.