

Plumpton Primary School

The Plumpton Perch After School Club



Monday – Thursday : After School - 5.30 pm

Shorter sessions available (see information below)

PARENT /CARER INFORMATION LEAFLET

Introduction

The Plumpton Perch After School Club aims to provide excellent childcare for children in Reception through to Year 6. It is run in line with the values and ethos of Plumpton Primary School.

The Plumpton Perch After School Club provides a 'homely' atmosphere with time for relaxation, activities and a snack time. In addition, drinks and fruit are available throughout the session. The club is based in the Perch, but this is not exclusive and the children will be able to use other rooms and facilities within the school dependent on the activities the children are enjoying.

Opening Times

The club runs from **after school - 5.30pm** on **Monday** to **Thursday** during term time with different length sessions on offer.

The club is not open on INSET days or if the school is closed for any other reason.

Refunds

Refunds will only be given in exceptional circumstances at the discretion of the Executive Head Teacher, or for absence due to illness of more than two days.

Cost

For bookings made and paid for by the end of the week.

Full session: **After School - 5.30pm: £10**

Half session: **After School - 4.30pm: £5.00**

Following an After School Club – 5.30pm : £5.00

For ad-hoc sessions, if available (not booked the previous week)

Full session **After School - 5.30pm : £11.00**

Half session: **After School - 4.30pm : £6.00**

Following an after school club – 5.30pm : £6.00

These sessions will need to be booked and paid for by 3 days before the place is needed.

All sessions must be paid for at least one day in advance

The school will give at least 4 weeks' notice of any price increase.

We are happy to receive child care vouchers.

Please contact the school office for further information.

Late Collection Charges

If you are late collecting your child you may incur a charge.

Places

The Plumpton Perch After School Club has 20 places per day. available from 3pm – 4.30pm and 12 places from 4.30pm – 5.30pm. If there is sufficient demand, we will try to create additional spaces, dependent on staffing and room availability. If there is insufficient demand, or other problems, the club will close. Should this be the case, we will give a minimum of six weeks' notice.

Booking and Payment:

Please book and pay online using Arbor. You will not be able to book if your account is not in credit, or if the club is full. Bookings can be made up to one term in advance e.g. in Term1 for Term 2.

We do not need any other forms to be completed as we have details of medical conditions, emergency contacts etc. in school already.

All bookings are strictly on a first come first served basis. Siblings will be given priority when appropriate.

Collecting Your Child

The club is based in 'The Perch' and you should collect your child from there. Please enter the school in the usual way through the front entrance and ring the bell at the front door. Someone will bring your child to you.

Supervision

Plumpton Perch After School Club is led by Miss Bruce (3pm-5.30pm) and Miss Moses (3pm-4.30pm).

There are trained first aiders either supervising the club, or on site. If a child has Special Educational Needs we are not able to supply the same level of support as in the school day. You may wish to consider this, or talk with us, before booking a place for your child if this is relevant to you.

We expect the same standard of behaviour and courtesy from children at the Plumpton Perch After School Club as in the school day. If your child is not able to show this they may not be allowed to attend the club.

Other Information

Please contact the Executive Head Teacher or Head of School if you have any suggestions or complaints.

If you have any questions, please ask at the school office.