



ST PETER'S PRIMARY SCHOOL AFTER CARE PROVISION SEPTEMBER 2024

Thank you for choosing to send your child to St. Peter's afterschool club during the academic year 2024-2025.

We are able to offer 70 places to children and these places are allocated on a yearly basis. Parents will need to reapply for places at the end of every academic year; unfortunately we cannot guarantee that you will always get the allocation you require due to the fact that we are oversubscribed for places. You will receive an email notification towards the end of April/early May to ask about your requirements for the following year and our afterschool club administrator, Ms Orlicka, will allocate places as fairly as possible and then let parents know of their allocation by the end of June.

- All staff running our provision are employed directly through the school and are enhanced DBS checked.
- The cost is £15.00 per session per child which includes tea (for those with a permanent space). You will receive a google form every Friday to select daily food choices for your child for the following week.
- After school care will operate every day that the school is open during term time from the end of the school day until 6.00pm. It will not operate on INSET days.
- Payments should be made via parentpay and your after school club account must be in credit at all times if you wish to make use of this service. **We will give parents one warning about late payments and, if the account remains in debt, we will ask you to find alternative arrangements for your child's after school care.**
- You are welcome to use the government tax free childcare scheme (<https://www.gov.uk/tax-free-childcare>) or childcare vouchers to pay for after school club. The school's DFES number, which will be needed if you are using childcare vouchers for payment, is 3062043 and our Unique Registration Number is 144065. Please let Ms Orlicka know if you are new to paying via this method.
- **All children must be collected and have left the school premises by 6.00pm at the very latest.** Our staff will be paid until 6.00pm and the school is locked at that time. **If you do not pick your child up by this time, there will be a late collection charge of £5.00 for up to 5 minutes late and £1.00 extra for every minute after 6.05pm (this charge is per child).** This charge will be necessary to cover the costs of staff if they have to work beyond 6.00pm. We would ask that you ensure that you pick your child up in a timely fashion every day so that this does not occur. Of course, if there is a problem please let the school know as soon as possible and we will ensure that your child is looked after until you arrive. **If you are late 3 times within a term you will be given a notice period of one week and asked to make alternative arrangements for afterschool care after the notice period has expired.**

- **Please note that we will need 7 days notice to cancel your child's place on any given day. For example, if you want to cancel a place on Monday 19th September we would need to know by 3.00pm on Monday 12th September. If we do not receive 7 days notice you will be charged for the full cost of £15.00. This early cancellation notice will enable us to offer places to parents on the waiting list.**
- Ms Orlicka will operate a waiting list for children who are waiting for either a permanent place on any given day(s) or an adhoc waiting list for anyone who requires a place on a particular day as a one off. Please email afterschoolclub@st-petersprimary.co.uk to request this.
- If you book an AD-HOC place on any given day, in order to ensure that we have food for them, this place would need to be requested by 9.30am. If you ask for a place after this cut off time, we are unable to guarantee dinner but the charge will be full cost. For an ad-hoc request, please bear in mind that we may not be able to accommodate your request for a place if the ASC is full as we have to ensure that our staff:child ratio is met according to regulations.
- The afterschool club email address is monitored between 8.00am-3.00pm Monday to Friday. It is not monitored at the weekend.
- **We reserve the right to cancel a child's place if their behaviour is not appropriate and they are not following the values set by St. Peter's Primary School.** If there are children who are regularly behaving in a way that disrupts ASC for the other children attending, then parents will be asked to make alternative afterschool arrangements for their child. This will be done in consultation with parents and you will be given a suitable notice period of one week to make other arrangements.

Contact Details for Afterschool Club are:

Manager: Kelly Penston

Telephone: 0208 688 5414

Email: afterschoolclub@st-petersprimary.co.uk

ASC administrator: Barbora Orlicka

Afterschool Club Staff:

Remi Adeyemi

Valerie Compton

Pam Hurlock-Richards

Kelly Penston (Manager)

Azra Sohail

Andrea Vojtkova

Anitha Jeffers (occasional help)

Cevon Preddie (occasional help)

Please click on this [link](#) to complete the registration form if you have not done so already.