

HUTCHESONS' GRAMMAR SCHOOL

AFTER SCHOOL CLUB

Kingarth Street

CONDITIONS OF USE

SESSION 2010-11

1. VENUE

The After School Club is located in the single storey building in Calder Street playground.

2. HOURS OF CARING

Preliminary Session: 12.30 pm to 3.10 pm (P1s only in the first term) Commencing Thursday 26th August 2010 .

Session 1: 3.10 pm to 4.30 pm *Session 2:* 4.30 pm to 6.00 pm

The Club operates on normal school days during term time but not holidays or in-service days.

If the school is closed due to emergency circumstances, for example, extreme weather conditions or heating problems, the club will not operate.

3. STAFFING

1. Mrs Sandra Leitch – Manager, plus the required number of Play Assistants.

4. REGISTRATION

Hutchesons' Grammar School After School Club is open to all pupils in the Primary School.

No new pupil may attend without payment of the registration fee and completion of the following documentation:

- enrolment agreement form
- registration form
- direct debit mandate

All children must re-register before the start of each new school year. Failure to do so will result in the child's place being forfeited. Places will be offered to new users, once current users have had the opportunity to re-register.

Existing pupils who have already enrolled may use the Club upon payment of a registration fee and availability of places. Priority, however, will be given to those who have already enrolled. Priority for availability of places will be given to Everyday and Named Day pupils rather than those who attend on a Flexi basis.

Current registration fee: £16.00 for one child and £30 for two or more children per school session. The registration fee will be reviewed regularly.

5. BOOKING HOURS

We aim to make the Club as flexible to the needs of the families as possible. However, maintaining the appropriate staffing levels and standards of the Club means that some constraints must apply to the Flexi basis arrangements.

As there are a limited number of Flexi places available each day parents wishing to use the Club on a Flexi basis must contact Mrs Leitch by letter or telephone as early as possible but AT LEAST 3 full school days in advance. Bookings at shorter notice may be accepted subject to availability. As demand continues to grow, flexibility is reduced and we shall need as much notice as possible to ensure places.

Letters requesting a place should be delivered to the School Office marked After School Club. Parents must state CLEARLY the exact day, date and number of sessions required. Letters of confirmation or refusal of places will be sent home via the pupil within 1 to 2 days of receipt of application.

The Club is manned between 1.00pm and 6.00pm each school day. However, an answering service is operational outwith this time. **The After School Club telephone number is 0141-433 4481.**

6. CHARGES

The charges per child will be as follows:

Preliminary Session (Commencing Thursday 26th August 2010).

Every Day	£11.42 every day
Named Day	£13.01 per day
Flexi	Not available

Pupils will be required to bring a packed lunch.

All other sessions:

	Session 1	Session 2
Everyday	£5.67	£4.95
Named Day	£7.26	£6.45
Flexi	£8.64	£7.83

Included in the charge for Session 1 is a light snack consisting of juice, fruit, cereal bar or filled roll. At the start of Session 2 pupils are offered an additional drink of juice and a selection of fruit and vegetables. Water is available throughout the day.

From time to time there may be additional charges for outings, charity events and extra activities. **In addition please note the following:**

- Parents must pay for hours booked, whether used or not.
- It is essential that all children are collected promptly at the end of each booked session.

Session One (3.10pm - 4.30pm)

Pupils picked up late after the end of the first session will be charged for the second session whether it has been booked or not. Parents who arrive habitually late may be asked to book their children into the second session on a permanent basis or to consider alternative arrangements for their children.

6. CHARGES (cont'd)

44 Kingarth Street, Glasgow G42 7RN Telephone: 0141-433 4481 Fax: 0141-424 1243

Manager – Mrs Sandra Leitch

Session Two (4.30pm – 6.00pm)

Please note that if children are collected after 6.00pm there will be an **additional charge of £5.00 per each 5 minute period or part thereof and the Club will not allow any flexibility of this charge.**

Please also note that there is no reduction in charges for early collection.

7. PAYMENT

Payment is by variable direct debit collected monthly in arrears using the same bank details as for school fees. If you wish to pay for After School Club fees via a different bank account please contact Mrs Leitch.

Direct debit payments are collected around the 19th of each month from October to July. You will receive monthly invoices during the first week of each month, which will indicate the amount payable, and you will have an opportunity to raise any queries prior to the collection of the payment. The first instalment which is collected in October covers charges for August and September.

Non payment may result in the immediate withdrawal of the facility.

8. ABSENCE

Illness

It is important to ensure that we have the appropriate number of staff to look after the children booked in and to pay those staff salaries. The ratio of staff to pupils will be 1:10 where possible. **This is why we must charge for all sessions which have been booked.** However, in the event of long term illness or unforeseen circumstances, particular arrangements regarding payment may be made in prior consultation with The Manager who must also be informed if any child is absent.

Extra Curricular Activities

The Club is aware that from time to time pupils may be involved in extra curricular activities, organised by Hutchesons' Grammar School, which necessitate their temporary withdrawal from the Club. Notice of withdrawal due to extra curricular activities must be given **in writing or by use of the answer machine at least 24 hours** prior to withdrawal from the club. If notice is not given normal charges will be apply. On the assumption that the appropriate notice is given in such circumstances no charge will be made. However, parents should note that this concession applies only to pupils involved in such activities and **does not extend to siblings.**

9. WITHDRAWAL (*Everyday, Named Day & Preliminary Session Pupils*)

If a child is to be withdrawn from the club or the number of enrolled days are to be reduced, at least two weeks notice must be given **in writing** to the Manager. If notice is not given a sum equivalent to two weeks charges will be levied for the lost days.

10. COLLECTION PROCEDURES

Please note that the group leaders cannot release a child into the care of an unauthorised person.
Therefore:-

- If someone other than the parent/guardian is to collect, the Manager or group leader must be notified in advance. This will prevent embarrassment while checks are being made.
- All children should be collected, and cannot be allowed to walk home alone unless parent/guardian states otherwise in writing.
- All children must be signed out of the Club when collected, and the time of pick up entered in the attendance card.
- All children should be picked up **PROMPTLY**. In case of emergency please try to inform the group leader.
- If a child will be absent from the Club please notify Mrs Leitch

Parents picking up children from the Club should enter via the main entrance at **Kingarth Street**.

11. ACTIVITIES

Varied programme of activities - quiet reading, craft, games, sports, outdoor play equipment. All games are supervised. However, for some activities you may wish your child to wear safety equipment and, should this be the case please supply the relevant items to the Club.

There will be an opportunity for children to do their homework. However, it is still parents' responsibility to check that all homework has been completed to the required standard.

12. GENERAL

- Any personal belongings are the child's responsibility and must be clearly marked with the child's name and form class.
- Whilst we want the atmosphere to be as informal as possible, the children will be expected to co-operate with the staff at all times.
- Should any parents have any queries or complaints with regard to the Club they should contact Mrs Sandra Leitch in the first instance.