



After School Provision Policy

Review Date: Oct 25

Next Review Date: Sept 27

Agreement & Rules

General

Uplands Primary School provides after school provision during term time only for children aged 4-11 years of age in a safe, happy environment. We are able to take up to 10 children per adult each afternoon. The afternoon will include a healthy snack, arts, reading and recreational activities in a calm atmosphere at the end of the school day. Children will be supervised until they are collected by a responsible adult agreed by the parents in advance.

Opening Times

We are open every weekday during term time, (excluding inset days), from 15:25-17:30. Children will be collected by a staff member at 15:25 and taken to the hall. Please ensure that children are always signed out when collected and the time specified on the signing out sheets.

Fees & Payment

- Sessions are charged at £10.00 which includes a healthy snack and activities. Please note this is a fixed charge and does not alter if your child is collected before 17:30.
- Payment is required termly in advance and we accept payment via ParentPay or childcare vouchers.
- Please note we reserve the right to refuse further bookings if the full fee is not paid when due. Please contact the office if you are having difficulty meeting the payments.
- Occasional attendance fee of £10.00 is payable at the time of booking via ParentPay, providing we have capacity.
- A late payment fee of £5 will be charged to any child who has not been collected by 5:40pm and thereafter will be £10 per half an hour.

Bookings

A booking form is required to enable a place to be reserved for your child(ren) together with one term's payment. A place cannot be reserved until this is received. If you wish to book additional sessions for your child, this may be possible but is subject to availability and we will require 24 hours notice. If the days are over-subscribed, a waiting list will be set up and parents will be informed when places become available.

Absence from After School Provision

If your child is booked into the provision and cannot attend for any reason, please inform the office. As the provision is self-financing, we are unable to refund absences, including illness and holidays, as costs are still incurred. If your child(ren) will be absent, we require a minimum of 24 hours notice. If the notice period is shorter than 24 hours, the funds cannot be carried into the next payment term.

Behaviour

All children are expected to behave well, show respect, be polite, and look after equipment and resources at all times; they should be following the school's Positive Behaviour Policy at all times.

Period of Notice

If you wish to cancel your child's place, please inform us in writing, giving 4 weeks notice.

Policies

We have a vast range of policies and procedures, which are adhered to at all times. Please contact the office if you wish to view any of them.

Complaints

In the event that a parent wishes to make a complaint, this should be made in the first instance to the school office. If a parent is still concerned, then the matter should be taken to the Head Teacher. A copy of the school's Complaints Procedure is available on our school website.

