

**Before & After School Club Contact
Number:
07523 985 400**

Trinity Christian School

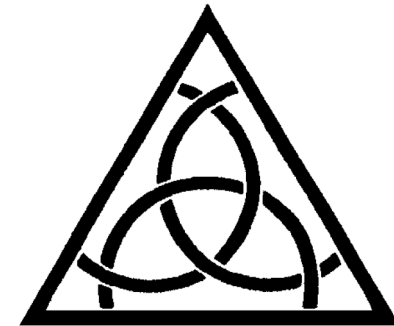
Birbeck Street, Stalybridge, Cheshire SK15 1SH

Telephone: 0161 303 0674

Website: www.trinityschool.org.uk E-mail: office@trinityschool.org.uk

"Bringing the love of God into the classroom"

TRINITY CHRISTIAN SCHOOL



Before and After School Club (BASC)

We endeavour to offer a variety of activities in an attempt to cater for all interests.

+++++

We hope your child will enjoy the time they spend with us.

If you have any queries or concerns please do not hesitate to speak to the Leader or another member of staff.

Alternatively telephone school on 0161 303 0674

If you are delayed coming to pick up your child you can contact our **BASC Leader** directly on: **07523 985 400**



CHILD PROTECTION

NB All Staff are DBS/CRB checked.

If a child has not been collected by 5.45pm and no contact has been possible with any of the names given, the child will be deemed to be abandoned. In these circumstances Social Services and the Police will be informed.

It is the schools policy that any child NOT collected at the normal school close time (3pm) they will be put into After School Club and parent/carer to be contacted. This will incur a £10 charge.

After the duration of 60 minutes, if we are unable to contact the family/ emergency contact person, we will contact the Police and Social Services and act on their advice. (*Schools Uncollected Child policy*)

The Club Leader must be notified as soon as possible if a child is not going to attend the provision as planned or if a child is to be collected by someone different. Children will not be allowed to leave with unauthorised people.

There will be no refunds for occasional days absence due to sickness or last minute cancellations. Refunds for longer absences will be negotiated.

It is the parent/carers' responsibility to inform the Club Leader directly of any absences.

We cannot guarantee a place. Once the maximum number of places has been booked, we will be unable to accept any further bookings for that session. Places are allocated on a first come first served basis.



+++++

Welcome to Trinity Christian School Before and After School Club!

The club takes place in the Primary Building, so please drop your children off in the morning and collect them from there.

Before school hours, you can enter the school site via the Primary playground entrance. (The big green gate will be shut, but not locked).

After school hours, you will need to use the gate at the main entrance at the front of school. You will need the code as there will be no office staff present.

If you need to send a message *during* school hours, please ring the School Office on **0161 303 0674**.

If you need to contact the Club Leader, during the time when the club is running, then please ring the Club Leader's mobile: **07523 985 400**

Looking forward to a great time together!

Trinity Christian School Before and After School Club Information & Procedures

The scheme is organised to provide fun and supervision during out of school hours (term time only.)

When is it?

Morning 7:45am-Start of School
After School End of School-5:30pm



Where does it take place?

In the Primary School building.

Who can join the group?

Children attending Trinity Christian School (Rec-Y6)

How often can you attend?

Whenever you wish, subject to available places.

All we ask is that parents make arrangements in advance for their child to attend. Read on for more details.

What happens in the club?

Children will be offered a variety of activities over the week. The aim is fun with the Leader joining in or directing as needed. A light breakfast is available in the morning and a snack is included after school.

What does it cost?

Current fees are set out below

PRE-BOOKED

Morning £2.50 per child
After School £6.00 per child

ON DAY BOOKING (Emergencies only)

Morning £2.50 per child
After School £10.00 per child

In order for the scheme to run effectively we must ask parents to accept the following conditions:

1. Before a child can attend, a Contract form and a Booking form must be completed and returned (available from the School Office) .
2. To enable us to determine a favourable staffing level, Parents/Guardians are required to complete a booking form for each half-term.

Once registered with the club you will receive advanced booking forms via Mrs Kneen. These must be complete and payment sorted as soon as possible.

Payments are to be made by bank transfer—please state in the reference part, your child's surname and put 'BASC' too.

****NB**** Any unpaid amounts following two reminders will incur a surcharge of £20 to cover additional administration costs.

3. **In the mornings** - Children must be brought into school to be formally 'handed over' to the Club staff. They must not be left unattended in school.

In the afternoons - Children from Nursery to Y2 will be taken to club by one of the Staff and children in Y3-6 should make their own way

4. Parents are responsible for collecting their child/ren, on time, and must sign them out at the end of the afternoon session. Children will not be allowed to leave the premises without specific authority from the parent or guardian.

Late collection of children

Children should be collected NO LATER THAN 5:30pm. This is the official closing time of the scheme and the school.

If children are collected late, the school will incur unavoidable costs relating to staff, premises and administration.

In order to recover these costs there will be a late collection fee of £20 payable as soon as.