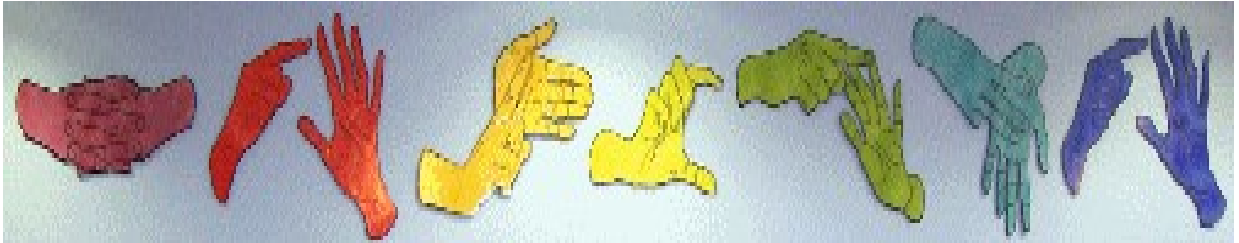


After 3!



Three Ways School
After School Club
Information, Booking Form
& Permission Form for
Terms 1 & 2
2019

(Please send back your booking form only. Payments will need to be made through Parentpay. A club place will be secured once payment is received).

Unfortunately we were unsuccessful in bidding for Children In Need funding this year, so are not able to offer a subsidised club.



Welcome to After 3 Club!!

After 3 Club will run on

Monday's, Wednesday's and Thursday's 3:20pm – 4:20pm

Football or Adapted Martial Arts Club – Monday 3:20pm – 4:20pm

After 3 or Nova Sports Club - Wednesday 3:20pm – 4:20pm

Tae Kwon Do or Bike Club (at Three Ways School) – Thursday 3:20pm – 4:20pm

After 3 will be operated by our experienced school staff who know your children very well and can adapt any activity to ensure inclusion.

Activities during the clubs will include a range of creative experiences, sport activities, sensory chillax, music & movement and many more.

These will be planned to meet the needs of each pupil.

The clubs rely on staff giving their time and clubs will only be run if we are able to cover costs with pupil take up. Therefore, payments (via Parentpay) will need to be made in full before the start of the clubs to secure a place. If we do not get enough children signed up, then the club may not run, an alternative will be offered.

The booking form and permission form at the back of this leaflet, should be filled in and returned to the school office, with payment for all clubs. **A place on a club will not be secured until payment is received.**

Clubs for Term 1 will start the week of 9th September 2019.

Clubs for Term 2 will start the week of 4th November 2019.

Clubs will run for 7 weeks in Term 1 and 6 weeks in Term 2 with the last club of Term 2 on Thursday 12th December 2019.

No clubs will be running on a Tuesday or Friday evening to enable time for Staff training and development.

Thank you for your continued support and we hope you enjoy our After School Clubs.

After School Clubs Booking Policy

Rationale:

This policy provides a guideline for parents and children enrolling in after schools clubs at Three Ways School.

1. Purposes To ensure that parents and pupils are aware of the procedures and practices of after school clubs.

2. Aims

- *To outline the expectations of the pupil when taking part in these activities*
- *To outline the responsibilities and safe and equitable practices of the coaches and staff organising the activities*
- *To outline the booking procedure for after school activities*
- *To make clear the procedure for collecting children from after school activities*

3. Procedures

Places

The number of places available for each club varies and is determined by the number of staff and safety requirements for the activity. Bookings will be allocated on a first come first served basis. We will also monitor which pupils are taking part in activities in order to give every pupil in school who wants to take part an opportunity.

Coaches and Assistants

All coaches are DBS checked and have read and signed the school's policies for behaviour, medical treatment and health and safety. Club assistants will be members of Three Ways Staff. In the case of a coach or assistant being ill clubs may have to be cancelled or a suitable alternative adult will be found. Parents/carers will be contacted at the earliest possible time if the club needs to be cancelled.

Coaches and assistants may also need to access the pupil's records within school to provide further information about those pupils attending in order to offer them an appropriate level of support.

Risk Assessment

A risk assessment has been carried out for each club by Three Ways School and the coaches who are leading the clubs. Those clubs taking place off the school site will also have a risk assessment carried out by the venue or club provider. Copies of these are available from the school office on request.

Fees

Fees are reviewed on a termly basis. The fee for the after school club is based on attendance per session, based on the cost of the activity, staffing levels and hire of equipment. Where possible we will try to lower costs by applying for outside funding.

Payment

Fees are payable in advance. We ask for the booking form to be returned. Your place will be secured once payment has been made via Parentpay. If you have any problems with providing the full amount in advance please contact the school office to discuss options.

Fee Waiving

If parents, teachers, agencies or young people have informed the school of financial difficulties we are able to waive club fees. This option must be discussed with the Head Teacher and a letter informing the parents of the fee waiver will be provided.

Cancellations

Please inform the school office as soon as possible if your child will not be attending a session that you have booked for them. *There is no refund for cancellations.*

Collection

Children must be collected promptly at the time stated on the booking form. If you are unable to collect your child on time please contact the office on 01225 838070 at the earliest possible time. Failure to do this could incur a late collection fee of £5 for the first 15 minutes and £5 for each 15 minutes thereafter. The coach will operate this policy at their discretion. We reserve the right to withdraw the child's registration if they are persistently collected late.

Children in our custody may leave the premises with a person named on the child's Registration Form, and our staff must be satisfied of their identity. If you or your nominee is collecting your child for the first time, please make yourselves known to our staff. If you wish someone not named on the registration form to collect your child, we must be satisfied that this is with your permission. Therefore a face to face verbal arrangement with the school office must be confirmed with your signature. If you telephone the office to make this arrangement, we are obliged to call you back on a number that you have already given us in your registration form, to confirm this change to the usual routine has indeed been made by a person authorised to do so. These arrangements are in accordance with OFSTED requirements.

Sickness

If we believe your child to be unwell we will contact you to come and collect them.

Emergency Situations

In an emergency, the coach or assistant will make every effort to contact the parent(s)/carer(s) using the contact details provided to the school. For this reason it is essential that you keep the school up-to-date with any changes in your contact details.

Children that fall ill or are involved in an accident will be cared for in a sympathetic and understanding manner until the parent/carer arrives.

The coach and assistant reserve the right to call the emergency services and/or take the child to hospital if they deem it necessary.

If the coach is unsuccessful in contacting the parent/carer, they will act in a manner that best serves the child's interest/health/safety.

The coach reserves the right to notify Bath and North East Somerset Social Services in the case of persistent non-collection.

Behaviour Policy

All coaches and Assistants expect all children to be kind, caring and considerate to all other children, staff and other people in the club. It is expected that all children will treat the building, equipment, and furniture properly at all times. We also expect children to observe rules and they must not leave their designated area without permission. Children must be encouraged to follow instructions given by staff and foul or abusive language and aggressive behaviour will not be tolerated. Children and young people must not intimidate or bully any other child. Failure to adhere to these guidelines will result in the offending child being removed from their group for a 'cool off' period. Persistent misconduct will result in their removal from After School Club. All children **must** follow the behaviour policy. If any child causes continuous concern, staff have the authority to inform the school who will arrange a meeting with the parent/carer to agree appropriate action.

The coaches reserve the right to exclude any child that causes continuous disruption and is considered to be in breach of the behaviour policy.

Food and Drink

The booking form will state whether a snack and drink should be provided. The school are able to provide water only. Parents/carers are asked to ensure that any products containing nuts are excluded from snacks as they can pose a serious allergy risk to other children in our care.

Clothing and Valuables

Suitable clothing, as stated on the booking form must be worn otherwise pupils will not be able to take part in activities. Please ensure that all clothing is clearly labelled with your child's name. To avoid items being mislaid, please ensure that no toys or valuables are brought to the clubs.

Medicines

Staff trained as First Aiders may administer medication to a child if it is prescribed by a doctor, nurse, dentist or pharmacist and if the request to do so is from the child's parent or carer and is given in writing, stating frequency and dosage.

Medicines and information about administration of medicines should be noted on the booking form and a medical form should be completed.

Complaints

The Clubs are committed to providing a safe, stimulating, consistent and accessible service to children and their parents/carers. We always aim to provide high quality services for everyone, but accept that sometimes things do not always go to plan. In such circumstances, we want to know so that we can put them right and learn from our mistakes.

Please speak directly to the coach or to your child's class teacher should any problems arise.

4. Resources

- Support from staff, school nurse, parents/carers, governors.
- Support from funding bodies and governing bodies e.g. Football Association, Bath Schools Sports Partnership.

5. Equal opportunities

We support inclusive physical activity across the school.

The school supports the rights of all pupils and staff to equal access and opportunities regardless of age, ethnicity, gender, social circumstances, ability/disability and sexuality.

6. Health & Safety

Health and safety issues are described fully in the school Health & Safety Policy. It is the responsibility of each adult to report health & safety issues without delay. Where any health and safety issues are in direct conflict with a confidentiality issue, staff should always discuss the matter with the Head Teacher.

7. Professional Development

All staff should have equal access to training where appropriate.

Review: In order to ensure effectiveness, the bookings policy will be monitored and reviewed annually.

AFTER 3 BOOKING FORM – TERMS 1 & 2

Day of the week/Club Selection: Please select which club by circling below	Term 1 Charge	Term 2 Charge	Please tick to reserve a place
Monday After 3 or Football or Adapted Martial Arts <small>Circle club selection</small>	£42	£36	
Wednesday After 3 or or Nova Sports <small>Circle club selection</small>	£42	£36	
Thursday After 3 or Tae Kwon Do or Bike Club <small>Circle club selection</small>	£42	£36	

THREE WAYS SCHOOL - CONSENT FORM

This form gives the necessary authority for the group leader to provide after school club/s for the pupil named below.

Please note that in signing this form your rights are not affected in any way and medical treatment and procedures remain the same as during school hours.

Please fill in the details below to allow your child to take part in the club and having read the information provided in the attached booklet, agree to him/her taking part in the activities described.

Name of pupil:	Class:
Signed (Parent / Carer):	Date:
Please print Name:	

COLLECTION INFORMATION

I confirm that my child will be collected by: (person's name)	
Relationship to child:	
Contact Number of person collecting:	
Other Emergency Contact Name & Number:	
OR I give consent for my child to make their own way home	YES / NO
Medical Information:	

Please return to school office. Payment will be uploaded to Parentpay. Places will be confirmed once payment is received.