

Our Lady of Lincoln Catholic Primary School

# After School Club



Information for  
Parents and Carers

Welcome to "Monkey Business" After School Club, where we offer quality after school provision to children from Reception to Year 6 attending Our Lady of Lincoln School.

### Dates and Times

Monkey Business is available after school every day from Monday to Friday from 3.30pm - 5.30pm.

The club is based in the school library and we have use of further rooms: the hall, the community room, the ICT suite and the school playground. Younger children are collected from their classrooms by a member of staff and they are escorted to the club at the end of the school day. Older pupils make their way to the library once they have been dismissed from their classes at the end of the school day. The children are offered a drink and a snack during the session.

The session begins by taking the register. Children will then have the choice of playing inside with a varied range of toys, games and activities, or participating in craft activities. There will also be opportunities for outdoor play during the session, weather permitting.

### Snack

We offer a healthy snack during the session to provide something to keep them going until they get home.

Our healthy snacks include: fruit, raisins, crackers, bread sticks, rice cakes, pancakes, melba toast and cheese spread, fruit juice and water.



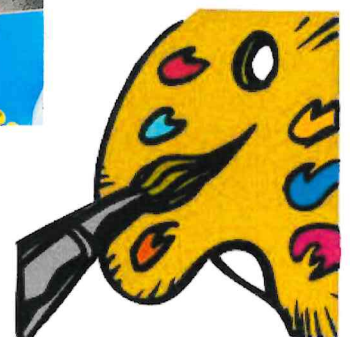
### Activities at the club

We provide a programme of activities which aims to be creative, stimulating and varied. Each child is encouraged to make choices in their play activities in order to promote their learning, independence and self esteem.



Our programme of activities may include:

- |                  |                  |              |
|------------------|------------------|--------------|
| Team games       | Board Games      | Outdoor play |
| Art and Painting | Modelling        | ICT games    |
| Dressing Up      | Crafts           |              |
| Cooking          | Construction     |              |
| Music / Dance    | Imaginative Play |              |





Activities are based around the children's interests and we like them to be involved in choosing their activities. We recognise the importance of independent learning and have a wide selection to choose from. All activities are illustrated in a booklet, so that the children are able to make their own choices and have ownership of their chosen activities.

### **Booking**

Please contact the School Office to enquire about booking a place. A completed registration form will be required for your child prior to him/her having a place at the club.

### **Payment**

Payment is paid via ParentPay and is due at the beginning of each half term, for those families who wish to book their child's place a half term in advance. Places may also be booked on a weekly basis, but must be in advance, so that staff know how many pupils to cater for at the club in terms of resources, and to ensure that we do not exceed our capacity. Please book by completing the booking forms and return them to the school office. Please book early to avoid disappointment. **If your child is on receipt of Free School Meals, you are entitled to a discount - please ask at the school office for details.**

### **Policies and Procedures**

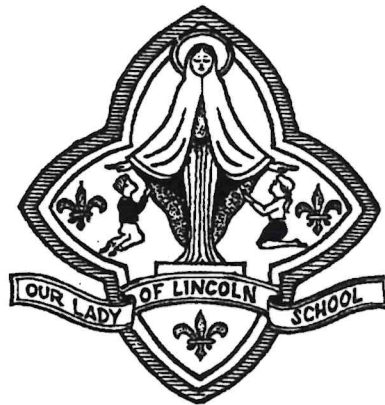
We follow the school's policies and procedures, copies of which are available for parents on the school website. Parents may also request a hard copy from the school office:

- Safeguarding policies and procedures
- Safe use of children's photographs policy
- Health and Safety policy
- Behaviour Management Policy
- Complaints Policy
- Medicines Policy
- Confidentiality Policy
- SEN Policy
- Equality Plan and Policies
- Collection of Children Policy

### **Collection of pupils from the club:**

Please collect your child from the library doors no later than 5.30pm. If collecting your child at the end of the session (5.30pm) please wait in the main entrance area where the staff will bring your child to you. (Please refer to the Collection of Children from the After School Club policy for further information).

For Safeguarding reasons, we request that you do not enter the main school building to collect your child.



### **If your child is ill:**

If a child is unwell during their time at the club, a member of staff will contact parents to inform them, and if appropriate, arrangements will be made for them to be collected early.

### **Medicines**

If your child is on medication, it is preferred that this is administered by parents upon collection from the club. In specific circumstances, medicines can be administered under the school's policy - advice should be sought from the school office.

### **Photographs:**

The After School Club will use the information provided by parents when their child first joined the school, as to whether they have permission to use any photographs of the children in publications or on the school website. (Please refer to Safe Use of Children's Photographs Policy on the School Website for further information.)

### **Mobile Phones**

Mobile Phones are not permitted during the club for use by children and should only be used by staff in an emergency. (Please refer to the After School club Safeguarding procedure policy for further information.)



### **Commitment to parents / carers**

We value our relationship with parents and are committed to working in partnership with you to provide high quality care for your child.

We will:

- Welcome you at all times to discuss our work and any concerns or queries you may have.
- Be consistent and reliable to enable you to plan for your child's out of school care with confidence and peace of mind.
- Share and discuss your child's achievements, experiences and friendships.
- Listen to your views and concerns to ensure that we continue to meet your needs.



### **Further Information**

If you require any further information about our After School Club, please contact the school office on 01522 527500.

We look forward to hearing from you.

