



After School Care Policy

Information for Parents: This policy is available on request.

All full-time pupils are allowed to stay in After School Care, where they are supervised by a qualified teacher and teaching assistant given a drink and a snack. *Children are able to undertake homework tasks during this time.*

Parents are allowed to book in advance individual or block sessions. Block sessions should be re-confirmed half-termly.

The sessions are from 3.00 p.m. or 3.15 p.m. (depending on class finishing time) – 4.15 p.m. and from 4.15 p.m. – 5.15 p.m.

Bookings will be accepted on a first come, first served basis.

Bookings are noted on the booking sheet which is located in the school office.

On collection the teacher makes a note of the time and the parent/carer then signs the booking sheet to confirm.

The parents are billed accordingly.

If parents are late picking up children, refer to the Late Collection Policy.

Signed _____

Adopted _____

Date of Review _____

Person Responsible _____