

Troon Primary

After School Club Terms and Conditions

1. Time and Location

- 1.1 After School club will run daily, term time only, in the school hall or one of the classrooms. Any pupil (Nursery to Year 6) attending Troon Primary School may attend. There will be no club on inset days.
- 1.2 Full sessions, including the provision of a healthy snack will be 3:10pm - 5.30pm.
- 1.3 Children may attend shorted sessions

2. Charges and Booking

- 2.1 A full session 3.10-5.30pm will include a snack and will be charged at a rate of £6 per child
- 2.2 Short sessions will be charged as follows:
3.10-4.15pm- £3
4.15- 5.30pm - £3
- 2.3 After school club is a pre-bookable service only. Sessions must be booked and paid for up to a term in advance.
- 2.4 Payment must be made online using the secure Parent Pay payment platform.

3. Emergency Attendance

- 3.1 Emergency attendance at after school club will be possible on an occasional basis. Please contact the school office.

4. Staffing

- 4.1 After school club will be run by a trained member of staff with a minimum ratio of 1 adult to 13 children.
- 4.2 Should a parent be employed by after school club, they will be entitled to one free child space at each session where they are employed.

5. Snack

- 5.1 Children attending After School Club will receive a healthy snack. This may consist of one of the following: toast (white or wholemeal bread) with butter, jam, marmalade or marmite, wraps, yoghurt, fruit and a cold drink- either milk, squash or water.
- 5.2 Not all items on the snack menu will be available everyday

- 5.3 Children will be able to choose from the choices available plus a drink
- 5.4 Children will only be able to bring a snack from home if they have a particular dietary requirement that will prevent them from eating the options available. This will be agreed in advance.
- 6.0 Activities
- 6.1 The following activities will be available at After School Club:
- Book area
 - Games and puzzles
 - Art activities
 - Outside games (weather permitting)
 - Homework help
- 6.2 There may be occasional theme and special activities

7 Behaviour and Code of Conduct

7.1 After School club is being set up as part of the Extended Services Provision. Children will be expected to adhere to the school behavior policy and code of conduct as outlined in the Home/School Agreement signed when they joined the school.

7.2 All school policies will apply to the After-School Club- these include the behavior policy, anti-bullying, health and safety and managing medical needs.

8.0 General

8.1 The After School Club is being set up based upon information from parents requests and information collected from questionnaires.

8.2 Troon Primary School reserves the right to close the After School Club with a one month notice period to parents, should the indicated uptake not be maintained.