

TROON PRIMARY SCHOOL

AFTER SCHOOL CLUB

Terms & Conditions

1. Time and Location
 - 1.1 After School Club will run daily, term time only in the school hall or in one of the classrooms. Any pupil (Nursery to Year 6) attending Troon Primary School may attend. There will be no club running on Inset Days.
 - 1.2 Full sessions including the provision of a snack will be 3.10 - 5.30pm
 - 1.3 Children may attend shorter sessions NB: Sessions that finish by 4.15pm will not include a snack.
2. Charges and Booking
 - 2.1 A full session 3.10pm to 5.30pm with snack will be charged at a rate of £4.50
 - 2.2 Shorter sessions will be charged as follows:
3.10 - 4.15 - £2.00 (snack not included)
4.15- 5.30 - £2.50
 - 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 Sessions can only be booked online 24hrs in advance at www.scopay.com/trooncommunityprimary-cornwall.
 - 2.5 Payment must be made online. You should have a Link Code for each child.
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 as a member of staff at After School Club, they will be entitled to one free child place at each session where they are employed.
5. Snack
 - 5.1 Snack may consist of any of the following:

- Toast (white or wholemeal bread x 2 slices) with butter and either jam, marmalade or marmite
 - Wraps
 - Yoghurt
 - Fruit
 - Cold drink either juice, milk, squash or water
- 5.2 Not all items on the snack menu will be available every day
- 5.3 Children will be able to choose from the choices available plus a drink.
- 5.4 Children will only be able to bring their own snack from home where they have a specific dietary requirement that will prevent them from eating the options available. This will be agreed with the After School club staff in advance.
6. 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 themes and special activities.
7. Behaviour and Code of Conduct
- 7.1 After School Club is being set up as part of the Extended Schools provision. Children will be expected to adhere to all school rules and the code of conduct outlined in the Home School Agreement signed when they joined the school.
- 7.2 All school policies will apply to the Breakfast Club (including Behaviour, Anti-Bullying, Health & Safety and Managing Medical Needs)
8. General
- 8.1 The After School Club is being set up based upon information received from parent's requests and replies to questionnaires.
- 8.2 Trooon 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.