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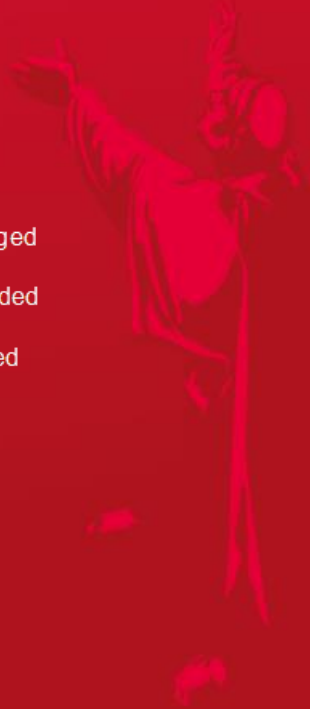
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## St. Stephen's After School Club

### Parent Information Booklet

Where the: 'Word of God, and the service  
and strength of St. Stephen, guides our  
steps and leads us in learning.'

We are a community where:  
beauty and trust are treasured,  
justice and tolerance are promoted  
compassion and charity are encouraged  
goodwill and loyalty are cherished  
resilience and determination are needed  
forgiveness and love are required  
friendliness and respect are reinforced  
faith and Spirit are shared.



## After School Club at St. Stephen's Catholic Primary School

### Logistics of Provision

After school childcare is offered at St. Stephen's, for our pupils in Reception – Year 6, up until 5.20pm.

Children are collected from their respective classrooms by a member of school staff at their usual finishing time and taken to after school club, which is held in the school community building, next to the Reading Village. Attendees at After School Club will have access to outdoor areas to play, as well as indoor activities being provided.

Children may be collected at different times up until 5.20pm. In order to facilitate this, when you arrive at school please call **07831886641** and your child will be brought to the main playground gate for you to collect them. This contact number will only be in use during after school club hours.

We will use the emergency contacts, medical information and consent arrangements that we have on file for your child, if required, when caring for them at after school club. Please ensure that you inform school of any changes.

### Booking and Payment

Bookings and payments are to be made in advance via the 'Accounts' section on ParentMail. After school club is charged as follows:

£6.00 per day.

We are able to accept payments for out of school childcare via Childcare Vouchers or the Tax-Free Childcare scheme. More information on the tax free childcare scheme can be found at [www.gov.uk/tax-free-childcare](http://www.gov.uk/tax-free-childcare) . For Childcare Vouchers, we would need to know the provider your childcare voucher account is with in order to register to receive payments from them.

If you are eligible for either of these schemes and would like to consider using one of them to pay for out of school childcare, please contact Miss Celardi at the school office to arrange.

### Cancellations

We require advance notice to cancel bookings in order to be able to offer spaces to other families. If you have booked a place for after school club and no longer need it, please let us know as soon as possible. We will not routinely process refunds for bookings that are cancelled with less than 24 hours' notice.

## Testimonials

We have had very positive feedback from pupils and parents about how much the children enjoy attending:

*“After school club has been an amazing support for my family. It has allowed me to return back to work full time. The staff are amazing, they go above and beyond to make all children welcome, making their time fun each and every day. They always have the time for all the children and both my children enjoy going to after school club and can’t wait to tell me about what they have been up to.”*

*“My child absolutely loves it there and comes home happy!”*

*“I enjoy that my friends come and we get to play outside, and play games”*

*“I like going to after school club. I like playing with other kids and there is lots of toys to play with. The teachers are very helpful. I can ask them anything and they are always ready to help. Even when I am sad sometimes, they are trying to make me feel happier. Thank you”*

## **After-school club mission statement**

At St. Stephen’s Catholic Primary School, we are committed to providing pupils with opportunities to advance their skills and prepare them for life after school. This mission statement outlines our ethos, aims and commitment to pupils who attend after-school clubs. We want every child to enjoy their time at school and, as part of this, we also ask to receive commitments from pupils and parents – these can be found at the end of the statement.

### The school’s ethos

We have a set of values that constitute our ethos. Our values ensure pupils:

- Have healthy lifestyles.
- Are provided with a safe and happy environment.
- Enjoy school and to achieve in everything they do.
- Make a positive contribution to their school and the community.
- Establish skills which will be essential for adult life.

### The school’s aims

We aim to:

- Provide a happy, safe and stimulating environment for all children to play, learn and develop freely.
- Provide the opportunity for all children to participate but also for them to rest and have quiet time as and when they want it.
- Give all pupils the chance to learn through exciting activities based on the school’s broad and balanced curriculum.

- Provide a high standard of teaching and learning so pupils feel challenged to reach their potential.
- Help pupils to develop responsibility for themselves and their actions, and to become confident, independent and cooperative individuals.
- Encourage pupils to have a positive attitude and respect for both themselves and other people.
- Promote a positive relationship with parents and work in partnership with them to provide high-quality play and care for their children.

### The school's commitment

The school is committed to the following:

- Providing varied care and play opportunities for pupils that cater for a range of interests and abilities.
- Ensuring activities within the after-school clubs are inclusive, not discriminatory and accessible for all.
- Ensuring activities promote the social, emotional and mental health of all pupils.
- Providing pupils with access to a variety of facilities and equipment that are safe to use, and ensuring pupils are supervised at all times.
- Ensuring staff running after-school clubs put the needs of pupils first at all times.
- Adhering to relevant legislation that keeps pupils safe and free from harm at all times.
- Ensuring staff adhere to their safeguarding duties at all times and report any concerns they may have to the Designated Safeguarding Lead.
- Ensuring staff are qualified, and that any volunteers and staff on duty at the after-school clubs have undertaken the relevant security checks.
- Promoting a positive and inclusive environment for pupils and tackling any incidents of bullying immediately.
- Listening and responding to pupils' views and concerns.
- Keeping parents informed of school policies and procedures, including opening times, fees and charges, and programmes of activities.
- Sharing and discussing pupils' achievements, experiences, progress and friendships, along with any difficulties that may arise.

### What we ask in return

To ensure our after-school clubs are fun for all in attendance, we ask that both pupils and parents commit to the following:

*Pupils:*

- Act in accordance with the school's Behaviour Policy.

- Treat everyone with respect and kindness.
- Stay where a member of staff can see and hear you.
- Participate where possible.
- Talk to a member of staff if you have been bullied or witnessed any bullying take place.

*Parents:*

- Ensure that you have read all the relevant school policies which are available on our school website.
- Pay for fees requested by the school.
- Provide the school with up-to-date information about your child, e.g. emergency contacts.
- Be available, or arrange for someone trustworthy to be available, to collect your child at the end of the day and inform the school office who will be collecting your child should situations change.
- Reiterate to your child the provisions of the school Behaviour Policy and the potential consequences should your child break the rules.
- Work with us to achieve the best for your child.