



ABBOT ALPHEGE ACADEMY

AFTER SCHOOL CLUB

After School Club is an additional facility provided by Abbot Alphege Academy under the overall guidance of the Headteacher, Mrs Dupras.

The sessions are led by the After School Club Manager, Miss Hollingshead, contactable via the school office or at clubs@abbot-alphege.org.uk.

After School Club provides activities for children aged 4 – 11 in a safe, stimulating and enjoyable environment for children at Abbot Alphege Academy. A varied programme is offered including arts, crafts and other recreational activities.

A small meal is offered daily, please see the attached menu. Special diets (e.g. gluten-free) can be catered for and drinks are available throughout the session.

After School Club is offered Monday to Friday inclusive during term time excluding INSET days and other school closures. We hope to offer more flexible times in the future but currently each session starts as school ends at 3.20pm and finishes at 5.30pm.

Sessions need to be booked in advance for terms 1 and 2, 3 and 4, 5 and 6 and will be invoiced at the beginning of terms 1, 3 and 5. We do not offer ad-hoc sessions. However, we do recognise that, in exceptional circumstances, you may need one off extra sessions outside of the nominated days. If this is the case, please call the school office to discuss how we can accommodate this.

Due to the government's COVID-19 guidance there are a maximum of 20 places in After School Club which will be allocated on a strict 'first come first served' basis.

A booking form and terms and conditions are attached. Please return completed and signed forms to the school office to reserve your place. Please call the school office on 01225 580281 or email clubs@abbot-alphege.org.uk if you require any other information.

ABBOT ALPHEGE ACADEMY, Beckford Drive, Lansdown, BATH, BA1 9AU 01225 580281 office@abbot-alphege.org.uk





ABBOT ALPHEGE ACADEMY

AFTER SCHOOL CLUB MENU

Monday	Ham or Cheese Baguette, Piece of fresh fruit, Organic Yoghurt.
Tuesday	Baked Beans on Toast, Piece of fresh fruit, Fruit Mousse
Wednesday	Tuna, Cheese, Egg or Ham Sandwiches, Piece of fresh fruit, Fruit Jelly
Thursday	Baked Croissants filled with ham or cheese, Piece of fresh fruit, Organic Yoghurt
Friday	Ham, Cheese, Egg or Tuna Wrap, Fresh fruit salad pot, Homemade biscuit

Please advise us if you have any special dietary requirements as these can be catered for.



AFTER SCHOOL CLUB

BOOKING and REGISTRATION FORM

SURNAME (as on birth certificate)

FORENAMES (as on birth certificate)

.....

CHOSEN NAME (if different to above)

DATE OF BIRTH

CLASS

.....

AFTER SCHOOL CLUB is 3.20pm – 5.30pm each day at £8.00 per session

DAYS YOU WOULD LIKE YOUR CHILD TO ATTEND:

MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	

HOME ADDRESS

.....

E-mail address for contact and billing.....

Telephone number at this address:

FULL NAME OF PARENT/GUARDIAN

.....

Mobile No: **Work No:**

CONTACTS IN ORDER OF PREFERENCE IN CASE OF EMERGENCY

Name, Relationship and Telephone number:

1

2

MEDICAL HISTORY

Name of GP Practice:

Tel No:

NHS No: Date of last Tetanus:

Is your child on regular prescribed medicine? If so, please specify reason, name of drug and dose

.....

Does your child have any health considerations that we should be aware of eg asthma, epilepsy, anaphylaxis, other?

.....

Do you give permission for your child to be taken to the doctor/hospital and to be given treatment in an emergency if you are unavailable?

YES NO Parent/Guardian Signature: Date :

Does your child have any food allergies, dietary requirements or preferences?

.....

As the parent or guardian of the child named below, I grant permission for images of my child to be used for the following purposes: (please tick for consent)

- Electronic and printed information, displays and exhibitions at the Club
- Website for Club
- Promotional material for the Club
- Observation and assessment

We confirm that personal details or names of any child in a photograph will never be given in such a way that would allow them to be individually identified.

I will inform the After School Club in advance if my child will be late or not attending.

If my child is attending an extra-curricular club run by the school, I give my permission for my child to register at the After School Club as soon as the relevant club has finished.

I agree to notify the After School Club as soon as possible of any changes to parent/guardian contact details, medical conditions and/or pick-up and collection arrangements.

Name of child:Name of Parent/Guardian:

Parent/Guardian signature: Date:

clubs@abbot-alphege.org.uk 01225 580281



ABBOT ALPHEGE ACADEMY

After School Club Terms and Conditions

Application forms must be completed and returned to the school office before a child can be considered for a place.

Reception children can be offered a place when they are attending school all day.

Session Times: 3.20pm - 5.30pm Monday to Friday in term time only

Fees: Fees are £8.00 per session and invoiced at the beginning of each term 1, 3, and 5.

Billing: sessions booked are chargeable except under the following circumstances: inset days, school trips, school closure or other school requirements.

Please settle invoices promptly via ParentPay or your nominated childcare vouchers. Places in After School Club will be terminated if invoices are left unpaid and spaces offered to the next child on the waiting list.

We will ask you to confirm your continuing attendance at After School Club before the start of term 1, 3 and 5.

Non-Attendance: If your child will not be attending one or more sessions, please give the After School Club manager 48 hours' notice of this on clubs@abbot-alphege.org.uk. Please note that these sessions will still be chargeable.

A register is taken at the beginning of each session. If a child does not arrive, steps will be taken to ascertain the child's whereabouts. Therefore, it is vital that the parent/guardian advises the After School Club Manager if their child will not be taking up a booked place.

When extra-curricular clubs start to run again, please let the After School Club Manager know if your child will attend of these before coming to After School Club.

If you need to contact After School Club whilst it is taking place, please call 01225 580641

School Rules: Normal school rules apply regarding behaviour and boundary recognition.

Insurance: Abbot Alphege Academy's After School Club is covered by the School's full and comprehensive insurance policy.

Accident Procedure: Abbot Alphege Academy reserves the right to administer basic first aid and treatment where necessary.

Security: When children are collected they **must be** signed out by a parent/ guardian. Only designated persons, notified to us in advance, will be allowed to collect children. They will not be released to anyone else until a parent/guardian has been contacted.

Abbot Alphege Academy reserves the right to amend/update these terms and conditions at any time.

Acceptance of After School Club Terms and Conditions (please return to School Office)

I confirm that I have read and agree to the above terms and conditions.

Signed (Parent/Guardian): Print name:

Child's name Date:

clubs@abbot-alphege.org.uk 01225 580281

