



# St Mary's Primary School

## **THE ARK** After School Club – Information for Parents/Carers

- The Ark will commence from 05.11.18
- **It will be based in the INFANT HALL**
- **Sessions will run on Mon-Fri from 3.15pm for Infants & 3.30pm for Juniors until 6pm**
- The cost of each session is a flat rate of £14
- Parents/carers can collect children from The Ark at any time but will be charged for a full session
- **Late collections (after 6.00pm) will incur an additional full session charge to cover the staff overtime costs**
- To collect children parents/carers will need to use the gate next to the INFANT office & enter the gate code
- The gate code will be sent out – please keep this secure
- Access to the school hall is via the metal ramp and door at the side of the building.
- Simple refreshments will be provided for the children on arrival at the club (eg: crackers, fruit, drink)
- Please ensure that the club organisers are aware of any dietary & medical needs
- Parents/carers may send children with alternative snacks but please ensure these are in keeping with our Healthy School approach and **items do not contain nuts or chocolate.**
- The club will initially be managed by Ms Sahrah Chaudhri (Assistant Head)  
We are looking to appoint a club manager in the near future.
- Payment and booking of places will be the parents/carers responsibility.
- Payments and bookings must be made online using the Tucasi system
- Bookings can only be selected once payment has been made

### **Safeguarding**

- Children who attend other clubs on the school site will be collected from the teacher/sports coach at the end of the session and taken to The Ark
- Club leaders must be informed if your child/children attend school clubs
- Staff will keep registers and all children must be signed out at pick up by a designated adult
- Please inform club staff of any specific arrangements for pick up (e.g another parent is collecting your child/they are not allowed home with a particular adult)
- **Please ensure that the gate is shut onto the maglock after entering or leaving (this gate does not automatically close)**