



St Mary's Primary School

THE ARK After School Club – Information for Parents/Carers

- The Ark is based in the INFANT HALL
- Sessions will run on Mon-Fri from 3.15pm for Infants & 3.30pm for Juniors until 5.59pm
- The cost of each session is a flat rate of £14
- Parents/carers can collect children from The Ark at any time **before** 6pm 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
- Access to the school hall is via the metal ramp and door at the side of the building.
- PLEASE NOTE, the gate code is on a timer, so it will not work after 6pm! If you are **late** collecting, you may need to phone the Ark extension for someone to open the door for you! However, please try and contact them in advance if you are unexpectedly delayed so that they are aware you will be late.
- Simple refreshments will be provided for the children 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 Scopay 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
- When you book places for your child or your child starts or stops attending an additional after school club, Ark leaders or the office staff must be informed if your child/children attend school clubs (so that we know when and where we need to meet them!)
- 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)**

Emergency Contact Information

- If you need to contact the Ark Staff whilst the club is in session and the school offices have closed, the Ark extension is 222 or you can press Option 5 on the main phone menu.