Grateley Primary School

Grateley, Andover, Hampshire, SP11 8JS
Telephone 01264 889240
email: adminoffice@grateley.hants.sch.uk
Website: www.grateley.hants.sch.uk
Headteacher: Mrs G Hill
Business Manager: Mrs S Kitching

A School where everyone becomes a lifelong learner and realises their potential.

After School Club Terms and Conditions

Club Administration communication

To discuss your options and requirements for the Conker Club, please contact the school office during the hours of 08.30am – 3.45pm Monday to Friday during term time, on 01264 889240 or email to adminoffice@grateley.hants.sch.uk

Club information

Conker Club will operate from the school hall.

- Conker Club – 3:30pm to 6:00pm

The club will only operate during term time and will not operate on Inset Days, or any other days that school is closed to pupils. Children will be taken to Conker Club at the end of the school day.

Parents and Carers must inform the school office of any changes in contact and collection details.

Club offer

Conker Club – your child will be offered a light snack consisting of a wrap, fruit/dried fruit or similar items along with squash/water.

Costs

Club Charges – April 2025	After School Club
Family Club Registration Fee (one off fee for registration to the club for one or multiple children within family)	£5.00
Cost Per Child Per Day (Standard Cost)	£15.00 (full session) 3.30- 6.00pm
Cost Per Child Per Day (Standard Cost)	£7.50 (half session) 3.30- 4.45pm
Late Fee – Charged Every 10 Minutes Charged for every £10 minutes late: £10 - up to 10 minutes £20 - 11 minutes up to 20 minutes £30 - 21 minutes up to 30 minutes etc…)	£10.00

Booking, registration and waiting lists

If you would like to discuss your requirements please contact the school office during the times stated above or send an email to adminoffice@grateley.hants.sch.uk

Your child will only be able to attend the club if you have received confirmation from the school that a space is available for them and you have completed and returned the Conker Club Registration Form.

Once your child has been registered for the Club you must pre-pay and pre-book sessions using Scopay. There will be some ad hoc spaces if you require to book on / during the day (before 12.00 noon) and you require the after school club provision.

Payment

You are required to pay a one-off Registration Fee per family (£5 Family Club Registration Fee). Payment can be made online via Scopay or via cheque or cash in the school office. Please register by Friday 11th April.

If you use Childcare Vouchers to pay for Conker Club Sessions, you must still pre-book sessions in advance using Scopay. Outstanding amounts of more than one month will result in immediate suspension of attendance at the club. **You must inform the school of your unique childcare**

reference number for your chosen childcare voucher provider by emailing the details to adminoffice@grateley.hants.sch.uk or completing the relevant section on the registration form.

Collection

Collection from the clubs is located in the following place:

- The school hall.

Cancellations

Any cancellations for the current month made after 1st of the month will not be refundable.
If you would like to cancel sessions booked for future months (i.e. not the current month), please contact the school office.

Refunds

Refunds will only be issued when sessions are cancelled by the Club due to unforeseen circumstances (i.e. emergency school closure due to snow etc.). On the rare occasion that individual sessions are cancelled, credit will be issued against future bookings.

Refunds will not be made for non-attendance at the club due to child illness, appointments or refusal to attend.

Behaviour

We expect all pupils in school or attending the Club to follow the Grateley School Rules. These rules are:

1. Be ready
2. Be safe
3. Be respectful

It is important that children adhere to these rules to keep our school community safe and welcoming for others. Children will be supported to make positive choices as per the school's existing Positive Behaviour Approach (See Positive Behaviour Approach Policy).

Where children have been unsuccessful in following the school rules, staff will support pupils by providing them reminders and reflection time (See Positive Behaviour Approach Policy). However, if children exhibit behaviour that would typically receive 'Further Action' as it puts the safety of pupils and staff at risk, then the following procedures will take place:

1. On the first instance, the parents will be informed verbally at collection time
2. If behaviour continues, parents will be informed via a written letter discussing the child's behaviour and the possibility of withdrawal from the Conker Club Provision.
3. Written confirmation will be sent, withdrawing your child from the provision.

Additional provision

Our after school provision is open to all pupils who attend Grateley Primary School. Staff who work within the club are trained to support children of all ages, abilities and needs. Many of our pupils who have Special Education Needs (SEND) access a bespoke and specialised curriculum during their school day to meet their needs. Unfortunately, we will not be able to offer a specialised or highly adapted curriculum in our after school club, however we are confident that the inclusive nature of the activities planned will be accessible by all our pupils. Pupils who are in receipt of an EHCP funding or 1:1 support will not be eligible to transfer this support to the after school club as it does not form as part of the school day.

Curriculum

Much like the curriculum available during the school day, children will take part in project based learning during their time at after school club. This will consist of a range of well-planned and structured activities related to a theme. Children will have an opportunity to make a range of craft activities, as well take part in supervised games and free play. The curriculum will be available on the Website.

Timetable of the curriculum over the week:

	Monday	Tuesday	Wednesday	Thursday	Friday
Activity 1	Singing/ Music	Art/DT	Art/DT	Cooking	Gardening
Activity 2	Physical activity	Physical activity	Physical activity	Physical activity	Physical activity

This is subject to change.

Routine of each session:

Timings	Session	Where?
3.30- 4.00pm	Story time and snack	Hall
4.00pm- 5.00pm (2 x sessions of 30 minutes)	Activity 1 Activity 2	Hall Playground
5.00pm- 5.30pm	Choice activities Homework session (Reading and Spellings)	Hall
5.30pm- 6.00pm	Tidy up Story time	Hall