

North Park Primary School

'Achieving and growing, together in friendship.'



Bessemer Green,
Spennymoor,
Co. Durham
DL16 6PP

Head Teacher: Mrs P Monk
Deputy: Mrs E Atkinson
Tel: 01388 815943

E-mail: northpark@durhamlearning.net
Web-site: www.northpark.durham.sch

After-School Club

Dear Parent/Carer,

To support with wrap-around care for our families we offer an After School Club facility at North Park.

The club is currently run by our experienced supervisor, Ms Carlisle. She manages and arranges a number of activities including:

- Art and craft
- Cooking
- Film nights
- Games
- Outdoor activities

Children are well looked after and all activities are in line with school policies and procedures. The room is a secure, safe environment and children work together, cross phase. In addition children will be provided with a snack and refreshments, e.g. cheese and crackers, sandwiches, toast, etc; juice, milk. Children have access to both an indoor classroom and the outside area.

In general:

- After School Club runs from 3.15 – 5.45pm – children can be picked up at any point up to finish time. Parents should come to the main door to collect children and buzz. The supervisor has a camera and can then admit you/send your child to the door.
- Activities and resources, including snack, will be provided
- The current cost of a session is £7 per child, payable in advance each month. Costs are subsidised at present by the school.
- You can register your child for up to 5 sessions each week
- We ask that you complete a registration form and return this to school; sessions need to be booked at least a week in advance (in order to help us plan activities and refreshments) unless there is a genuine emergency

To reserve a place, please complete a registration and information form and return to school.

Sincerely,

Mrs P Monk
Headteacher



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North Park Primary After-School Club Registration and Information Form

Name of Child(ren) _____ DOB _____

Days your child(ren) will attend (please tick)*

Monday	Tuesday	Wednesday	Thursday	Friday

*If you need to change days in the club, we need at least a week's notice, unless in a case of unforeseen circumstances.

Names of people who will collect your child and emergency contact details (other details are held on school systems – this is in case After School Club staff need to contact you directly)

Name	Relationship to child	Contact telephone number

If anyone else needs to collect your child in an emergency, please let the school know. Please provide a password that this person would give the supervisor upon collection, known only to you and them. _____

Details of medical conditions and any medication (including inhalers)

Name and telephone number of Child's doctor

Details of any food allergies or major dislikes (food or materials)

Information regarding medical or SEND plans will be shared, in confidence, with the After School Club Provider, as member of staff in school. If there is any other information you feel you would like us to know or share with the After School Club supervisor, please let school know.

Please complete the consent and agreement section:



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North Park Primary After-School Club Consent and agreement

	Agree v or Disagree x
I understand the consent forms already in place for Emergency First Aid, Educational Visits, and for Photographic and Video use extend to After School Club and I agree to this	
I understand that in the event of an emergency involving my child, every effort will be made to contact me immediately. Emergency services will be called, in line with school procedures, and my child may be taken to hospital accompanied by an adult for emergency treatment.	
I understand that any additional needs that my child has will be discussed with the After School Club supervisor.	
I understand that I need to ensure suitable clothing depending upon the weather and season, as my child may access outdoor provision, e.g. coat, waterproof shoes, sun hat, sun cream, etc.	
I agree to keep school informed of any changes to the adult picking up my child, and that I will only share the secure password with that adult.	
I consent to my child taking part in activities which may include face paint, watching films (rated only to PG)	
I understand that all school policies also relate to After School Provision, including Behaviour and Safeguarding	
I agree to informing school as soon as possible of any changes to days needed in the club and accept that this may only be possible if there is space available	
I understand the fees apply across the days booked in, and that fees will not be refunded for absence	
I understand the club operates between 3.15pm and 5.45pm, in term time, and that I will ensure my child is picked up by the time the club closes.	
I understand I will be invoiced at the start of each month and that payment should be made by 10 th of the month at the latest. Non-payment could result in a loss of a place at the Club.	
I accept fees are reviewed regularly and may be subject to change, and that I will be kept informed well in advance if this is the case.	
I agree to inform school at least two weeks in advance if I wish to terminate this agreement and understand failure to give sufficient notice may incur fees for days pre-booked	

Signed: _____

Date: _____

Relationship to child _____



SCHOOL MEMBER

