



Lewknor CE Primary School After School Club

The aim of our After School Club, with its range of fun activities, is to provide a high quality service that meets the needs of parents/carers and children. For you, this means knowing your child is safe and happy in a club that is reliable and provides a consistent service. For your child, this means an environment that is safe and supportive, to be with school friends, to relax, have fun and enjoy.

After School Club will run from 3.15pm to 5.30pm on each school day, during term time (not on INSET days).

Children will be served a light snack during the session (water / juice, biscuits, and on occasion sandwiches).

Children will be supervised by a member of staff throughout the After School Club session, until they are collected by their parent/carer.

Booking and Payment:

- After School Club costs £6 per child, per session. This is a set charge and there will be no reduction if your child joins the session late or leaves early.
- Places must be booked at least 24 hours in advance.
- Places are offered on a first come, first served basis and booking is via email to the school office.
- Places which are booked, but not subsequently used will still be charged, unless cancelled at least 24 hours in advance.
- We are no longer able to offer a discount for booking in advance. All sessions will be charged at the normal rate.
- An invoice will be sent at the start of each month for all sessions attended the previous month. Payment must be made within 7 days.
- Failure to pay will mean your child will not be able to book future sessions.
- To reduce the need for us to handle cash and cheques, our preferred method of payment is now via bank transfer. Please use your child's full name followed by 'ASC' as a reference when you pay.
- We also accept childcare vouchers. Please email finance@lewknor.oxon.sch.uk if you wish to pay using vouchers.

General Notes:

All the same policies and procedures that apply during school time will also apply to After School Club.

Please ensure your child is aware that they must meet the standards of the behaviour policy whilst in After School Club, in the same way they would when normally in school.

In the event After School Club is oversubscribed we will operate a waiting list and priority will be given to those who most frequently use it.

The school reserves the right to cancel the club, change the cost or the administrative processes.