

# Kenn C of E Primary School Afterschool Club.



Offering a safe, caring and friendly environment for children after school hours.

After School Club open Monday, Tuesday, Wednesdays and Thursdays during term time from 3.30pm - 6.00pm  
£8.50 per session (or 3.30pm-4.30pm £4.50)

*We offer a safe, caring and friendly environment for up to 16 children. We have qualified staff who work with the children -*

Senior Play worker - Sue Coles  
Head of School - Joe Baxter  
Executive Headteacher - Lorraine Curry

## Activities will be available to children:

- ✓ Board Games
- ✓ Art and craft
- ✓ Books
- ✓ Outdoor activities
- ✓ Parachute games
- ✓ Construction toys
- ✓ Support with homework



## After School snack selection available

The children will be able to select from a variety of savoury snacks, fruit, fruit juice, milk and water.

## Admission procedures and bookings

If you wish your child to attend the club you will need to complete a registration form, available from the office or After School Club staff. This gives us all the necessary information, such as medical information, contact numbers and addresses. The registration acts as a commitment to the sessions booked for a half-term. If a reduction in days booked needs to be made, please ensure that a week's notice is given. You and your child are welcome to make a preliminary visit to the club if you wish. Please contact the Play Workers or the school office to make arrangements for this.

## Medicines

If your child needs to take any medicines while at the club, please complete the appropriate form, available from the Play Workers.

## Fees and billing

Current fees for the After School Club are £8.50 per child from 3.30pm-6.00pm or £4.50 if collected before 4.30pm. You will need to book your child's/ children's places at After School Club using the School Money system. Payments need to be made at the time of booking.

**WE WILL MAKE AN ADDITIONAL CHARGE OF £5.00 PER CHILD PER ½ HOUR OR PART THEREOF FOR LATE COLLECTION AFTER 6.00pm.**

### **Age range of eligible children**

Children of primary school age, from 4 to 11 years, are welcome to come to the After School Club.

### **Cancellation/ sickness**

We are unable to offer refunds for cancelled places or sickness. If your child is not attending the club for any reason After School Club staff will need to be informed as soon as possible. In the case of sickness this may need to be on the morning of the session on the school telephone number - 01392 832347.

### **Management of the club**

The club is run and managed by our Governing body. The line manager for staff is the Executive Headteacher, Mrs Curry, and policy decisions relating to the club are made by the school's governing body.

### **Policies and practices**

The school policies and procedures also apply to our Afterschool Club. Please find these on the school website.

### **Possible concerns**

#### **Can I collect my child before 6.00pm?**

You can collect your child from After School Club at any time between 3.45pm and 6.00pm. They will miss their snack if they are collected before 4.00pm.

#### **How long will snacks be served for?**

Snacks will be served between 4.00pm and 4.30pm

## **Can I send my child to After School Club without notice?**

Unfortunately, we are unable to accept children at the After School Club without notice. This is to ensure that the club does not exceed the limit of 16 children.

## **Are you able to cater for specific dietary needs?**

We will discuss all dietary needs with parents and will endeavour to cater to meet these.

### Contact details

Kenn After School Club  
Kenn C of E Primary School  
Sanfords,  
Kennford, Exeter.  
EX6 7TX

Telephone: 01392 832347  
Email: [admin@kennschool.co.uk](mailto:admin@kennschool.co.uk)

