



Westbourne School

Educating girls and boys for life

After School Club Policy

After School Club is available for pupils who attend Westbourne Junior School from Reception to Year 4. Pupils in Years 5 and 6 are encouraged to use Prep after school with use of the Crèche facilities being at the discretion of the Head of Junior School.

Reception children will join Pre-school from 3.30pm while After School Club for older year groups will be either in the Junior School Hall or in a classroom based within the Neill building for supervised indoor and outdoor play activities, following the schools principles, values and policies and procedures.

After school Club runs from 3.30pm until 5.45pm and is charged for in half hour blocks at the advertised rate.

Once a child's form teacher sends children into After school Club they will be charged as they enter. It is important for parents/carers to be punctual when collecting and must NOT go beyond the 5.45pm finish time as it may be distressing for the children and cause complications for staff travelling home. A charge of £10 is therefore applicable for every quarter an hour (or part thereof) incurred for the late collection of children. Repeated lateness will be referred to the Headmaster and it is likely that this service will be declined.

All children who use the After School Club facilities are required to fill out an After School Club registration form, stating any medical conditions, emergency contact details and people who are authorised to collect the child. This ensures that After School Club staff have the relevant information to hand and to safeguard the children in our care.

We use a half-termly advance booking system for After School Club. However, it is still possible for parents to make changes or bookings on the day in case of emergency or last minute work commitments etc. This can be done by emailing Miss Davison ldavison@westbourneschool.co.uk or by speaking directly to After School Club staff.

A letter every half a term is sent for parents to state the days they require. This is to ensure correct staffing ratios for the children are maintained and busier days in After School Club can be planned for.