



ST MARY'S SCHOOL HAMPSTEAD

An Outstanding and Inspirational Catholic Education

AFTER SCHOOL CLUB HANDBOOK



AFTER SCHOOL CLUB HANDBOOK OVERVIEW

The new After School Club enables St Mary's School to extend our exceptional education and care beyond the regular school day:

8am to 6pm
Monday - Friday
Nursery to Year 6
Every day during term time

The key objective is to establish an outstanding and unique after school programme which delivers value to both pupils and parents.

The Club provides high quality, structured and stimulating wraparound care to support working STMH families.



Booking Details

- Children can be booked to attend as many or as few afternoons per week as parents wish, subject to availability.
- A Registration Form must be submitted before your child is able to attend the After School Club.
- The Club offers a competitive pricing structure of £15 per child per session until 6pm. This will be added to your end of term bill.
- The School aims to be as flexible for parents as possible without compromising the level of care for the children.
- There is the possibility of booking emergency places on the same day. This is also charged at a rate of £15 per child per session.
- The After School Club is managed by a dedicated After School Coordinator who is responsible for organising bookings.



After School Club Organisation

All children registered are taken to the After School Club at the end of the day.

The Club is led and organised by members of the existing teaching staff. Each session is run by at least one qualified Teacher and Teaching Assistant (staff/pupil ratio dependent on numbers of attendees).



The children are provided with a nutritious snack and drink. This consists of a selection of healthy options prepared daily by our catering staff, including sandwiches, chopped fruit and yoghurts.

Pupils benefit from a varied programme of structured activities designed to engage and delight. Daily activities may include: outdoor free play, arts, crafts, sewing, cooking, chess, reading, dance, music, drama and group games. There is also a quiet area for children to complete their homework or reading with a teacher.



BENEFITS TO PARENTS INCLUDE:

- Reduce complexity by enabling both siblings to be collected at the same time every day.
- Cost-effective and reliable alternative to nannies or childminders.
- Assist families by offering flexibility, including same day booking option.
- Peace of mind that your child is safe on school premises until pick-up with trusted teaching staff.

BENEFITS TO PUPILS INCLUDE:

- Secure, friendly and familiar environment for the children to relax and have fun at the end of the day.
- Additional opportunities to develop social skills and cement friendships from different year groups.
- Maintain continuity with the values and lessons taught during the school day.
- Foster an emphasis on a variety of enriching activities alongside core academic subjects to build confidence and encourage talents.

Key Contacts

After School Coordinator: Eleni Demetriou
afterschool@stmh.co.uk
020 7435 1868

Headmistress:
Harriet.Connor-Earl@stmh.co.uk
020 7435 1868



Terms & Conditions

The After School Club (ASC) will follow the same policies, procedures and expectations of St Mary's School, Hampstead.

- You are required to re-register your child every year. Once we receive your completed form, we will contact you to confirm their place.
- The safety of the pupils at the Club depends on good supervision and communication at all times. All parents/carers are required to inform the staff on duty when they sign their child/children out on collection. A designated pick-up adult must be named on the registration form.
- It is up to the parent/carer to ensure that all important details are kept up to date on registration forms, particularly home address and telephone number, emergency contact numbers and GP/dietary needs/medical conditions/medication details. Any changes to these details should be given to the ASC Coordinator as soon as possible to avoid any confusion or difficulties and preferably in writing.
- Please ensure that the people listed on the emergency contact information are contactable during the club hours of 3:00-6:00 pm.
- The Club can be contacted on 020 7435 1868 during the operating hours of the Club. Outside of these hours, please ring the School office or email: afterschool@stmh.co.uk
- Parents wishing to discuss matters of concern should approach the After School Coordinator directly.
- Children can be collected from the ASC at any time until 6.00pm. If you are running late, please contact the ASC Coordinator by ringing: 020 7435 1868.
- If your child was absent from school due to illness, they may not attend the club. If your child is not coming on a particular day for any reason, we would appreciate you letting us know by 2:30pm that day.
- If you wish to cancel your place at the ASC, this will need to be confirmed in writing one month in advance and this notice period is payable.
- ASC payments are made for the place and not on the basis of a child's attendance. Our staff to child ratios, activities and snacks all need to be planned in advance to ensure the safety and enjoyment of each child in our Club.
- If parents/carers are more than 15 minutes late to collect their children, a charge of £25 will be incurred to cover the cost of staff having to stay beyond their contracted hours.
- If your child becomes ill, we will contact you and ask that they be collected.
- If your child has had an accident whilst at the ASC, it will be recorded in the Accidents Book and you will be asked to sign the appropriate form.
- Parents will be notified immediately of any significant injury that may have occurred during the Club activities. If immediate medical assistance is deemed necessary, we will contact the appropriate medical personnel and then contact you immediately. If your child suffers from a minor scrape or a small cut we will make you aware of it when you come to pick up your child at the end of the day.
- Although every effort will be made to deliver the Club activities, these sessions are subject to change.



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