

Location and Opening Times

ASAC is open daily from 15.30 to 17.50 during term time, and is located on the first floor of Woods House above the Nursery classrooms. Please note: there is no ASAC on the last day of each term when school ends at 3.30pm in the Autumn and Spring Term, and at 12.00noon at the end of the Summer Term.

Admissions

We are open to children from Nursery to Year 5 who are pupils at Clifton High School. Should your child have any additional or special needs please speak to your class teacher to ensure your child can be appropriately accommodated. ASAC staff have access to information such as parents details, address, emergency contact numbers, consent for emergency medical treatment and dietary needs, so that the full needs of your child can be met.

Booking Procedure

Booking: Bookings are currently made each half term via a booking form, supplied by School. From January 2019, the intention is that bookings will be made electronically. Further details to follow.

Emergency bookings: We will only accept same day bookings in real emergencies. Please ring the School Office on 0117 973 0201. You will be asked a series of questions to ensure that your case is genuine. The use of this emergency booking system is monitored.

Honouring bookings: Places at ASAC are in very high demand. Therefore, it is essential that you contact ASAC via their email address or using the ASAC mobile phone number (see front cover) if your child will be absent through sickness or you no longer need the place for any other reason. This will ensure we can give that space to another child. Please be aware that we need at least 24 hours notice if you are cancelling an ASAC session. Notice received after 24 hours will either incur the normal charge of £5 (for a Half Session) or £10 (for a Full Session) or a Free Session if you have any remaining.

After School Activity Club reserves the right to withdraw the service, if parents do not follow cancellation procedures.

Initial Logistics

In Nursery – Year 2 children are collected from their teacher in the playground by ASAC staff and brought to Woods House. Children in Year 3-5 are encouraged to be independent and make their own way straight to Woods House at 15.35. They must come directly to ASAC and are expected to arrive promptly and not go to homework room. **Every child is registered when they arrive.**

Our Aims

- To provide a happy, welcoming place where all children are valued
- To have strong partnerships with parents
- To ensure the safety and welfare of each child
- To offer a varied and stimulating range of play opportunities
- To encourage children to make choices in their play activities in order to promote self-confidence, independence and self-esteem

ASAC Rules

We Do - Respect each other, help each other, listen, share, have a good time and look out for each other, inside and outside the club.

We Don't - Climb on equipment, damage equipment, shout, swear or bully, fight with each other, go into areas that are "out of bounds", or go outside the rooms without asking an adult.

We aim to provide safe and stimulating play, whilst encouraging fair play within a sharing and caring environment.



Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.
Registered in England as a Limited Company No. 11701. Registered office as above. Registered as a charity.

May 2018 SBA



Clifton High School

co-educational nursery school to sixth form

AFTER SCHOOL ACTIVITY CLUB (ASAC)

asac@cliftonhigh.co.uk

Telephone number 0777 001 4253

Information for Parents

May 2018

Further Information If you require any further information about Clifton High ASAC, please contact Mrs Sarah Barker by email.

Sarah Barker, Assistant to Deputy Head, Nursery - Year 2

sbarker@cliftonhigh.bristol.sch.uk

The Diamond Edge Model  Realising Individual Brilliance

Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.
Registered in England as a Limited Company No. 11701. Registered office as above. Registered as a charity.

May 2018 SBA

Free Sessions

Parents are given ten free ASAC sessions each half term. At the end of each term, we will calculate the amount of free sessions and minus these from your total ASAC bill. We will always try to use free sessions against a Full Session to ensure that you get the larger saving.

Half Sessions 15.35—16.45pm and Full Sessions 15.35—17.50pm

During the HALF SESSION (15.35-16.45) children have the choice of Sports or Arts & Crafts activities. For children who require a longer period of care, the FULL SESSION (15.35-17.50) encompasses the active half session followed by a series of Arts activities or quiet television time, designed to wind things down after a demanding day. Year 3-5 will have dedicated homework time after 17:00.

HALF SESSION: Cost **£5.00** per child, per day 15.35 – 16.45pm

15.35	Registration and small snack or cereal bar provided by school, drink from child's own water bottle
15.45	Sports activity / Arts & Crafts activity
16.35	Activity ends, children collect bags and congregate in front entrance hall of Woods House. Parents are asked to wait at the main doors to Woods House until the children are brought down to be dismissed. You may pick your child up prior to 16.45 if this is more convenient.
16.45	Latest departure from ASAC - entrance hall of Woods House

FULL SESSION: Cost **£10.00** per child, per day 15.35 – 17.50pm

15:35 – 16:45	As above - participation in half session activities
16.45	Re-register then snack time, fruit, Pom Bears and squash drink provided by School, eaten in ASAC dining room
17.00	Dedicated Year 3 -5 homework time or Arts & Crafts or quiet television time
17.00	Parents who have booked for the full session may pick their child up from the ASAC rooms <u>from this time onwards</u> by ringing the ASAC bell and coming upstairs to the ASAC activity rooms
17.40	Activity ends, children collect bags and congregate in front entrance hall of Woods House
17:50	Latest departure from ASAC entrance hall of Woods House



Pick Up Times

- **Half Session:** If your child is booked into a half session, children should be collected at **16.45 after the half session ends** (or before if this is more convenient). The aim of which is to ensure that we can allow an uninterrupted programme of activities which will take place in various departments and rooms across the school. Furthermore, it allows ASAC staff to maintain accurate registrations as well as allowing correct staff ratios at all times. Parents will be charged the cost of the FULL session if their child is picked up from the half session after 16.45. This is to cover staffing costs, ensuring we offer the very best child:adult ratio for your child
- **Full session:** If your child is booked into the full session, then you will only be able to pick your child up **from 17.00** after the children have had their snack. ASAC closes at 18.00 which means parents will need to pick their child up by **17.50 at the latest**, ensuring an efficient handover.

Pick Up Procedures

- **Half Session: 16.45 Latest departure.** Parents need to ring the buzzer at the main school gates. Parents are asked to wait at the main doors to Woods House until the children are brought down to be dismissed
- **Full session: From 17.00 onwards.** Parents need to ring the buzzer at the main school gates and the doorbell on the front door of Woods House and wait for a member of ASAC staff to let them into the school building

It is important that you sign your child out using the daily register. The member of staff on signing out duty will speak to you about how your child has got on in ASAC and will give you any messages from teaching staff.

We will challenge any person who comes to collect your child. Should you wish to have your child collected by someone else, you must phone the ASAC mobile or email ASAC. We will not allow child to go home with any other parent/adult, unless we have your direct permission.

End of School 17.50 - Late Pick Up

ASAC staff will take care of your child after closing (this will incur an additional fee—see below) whilst at the same time continuing to contact you, other family members or emergency contact as per your instructions.

At 18.10 the Leadership Team are contacted to take over the care of your child. If we are unsuccessful in contacting you by 18.30, we are obliged to contact Social Services. We reserve the right to withdraw the service if consistent late collection occurs.

Payment

Payment for ASAC is made in arrears and we will add your charge to your termly bill, along with other charges outlined below. The booking sheet should be completed each half term and returned to school.

Charges per child

Half session	£5 per date or 1 free allocation
Full session	£10 per date or 1 free allocation
Non attendance / place not cancelled	£10 per date
Late pick up—Collected after 16.10 from Late Room	£10 per date
Late pick up—Collected after 16.45 from Half Session	£10 per date or 1 free allocation
Late pick up—Collected after 18.00 from ASAC	£10 per date or 1 free allocation

