



After School Club

We are pleased to be able to offer after school care for children from Reception to Year 6 in our After School Club. The club will have a maximum of 16 places which must be booked in advance (see below) and will be led by two members of our school staff each day.

Cost and Times

	Times	Daily Fee	
Monday to Friday	3.15 – 4.15pm (up to one hour)	£6.00 per child	Your child can be collected at any time between 3.15 and 5.15 but the charge will be for the full hour(s).
	3.15 – 5.15pm (up to two hours)	£12.00 per child	

Please note: you will be charged for the additional hour of provision if your child is collected late by 5 minutes or more after 4.15pm. If your child is not collected by 5:15pm, a late fee will be incurred (the amount being dependant on the length of time our staff have to stay on past 5:15pm).

Booking and Payment

If you would like to sign your child up for After School Club, please complete the Registration Form for each child and return it to the school office prior to your child attending.

All places must be booked in advance through the school office by 3pm at the latest on the day. Please phone 01736 364087 or email alverton@tpacademytrust.org to book and we will confirm with you if your child has a place on the requested sessions.

There will be a **maximum of 16 places** each day.

Sessions should be paid for via School Money by Monday of the following week. If payment is not made, we will not be able to hold a place for your child.

If your child will not need their place on a particular day, please let us know as soon as possible so that their place can be given to another child or you may be charged.

Food and Drink

Your child should bring a drink and is welcome to bring a suitable snack with them. A snack will be available during the club (eg toast, crumpets, cereal).

Activities

There will be a range of activities available including board games, arts and crafts, Lego, films etc.

Where

The club will take place in the hall except on the Wednesdays and Fridays when other clubs take place in the hall on and on days where the hall is used (eg Parents' Evenings or Christmas concerts). On these occasions, it will take place in the Year 3/4 area.

Collection

Collection will be via the hall door or the Year 3/4 workspace (as above).

Contact

If the school office is closed, you can contact the After School Club staff by phoning 07786 651032 after 4pm.

Tax-Free Childcare <https://www.gov.uk/tax-free-childcare>

We believe that you will be able to use Tax-Free Childcare to pay for your child's place as we are registered for this. Please follow the link above for further information.

Toltuff Crescent, Penzance, Cornwall TR18 4QD 01736 364087
www.alverton.org.uk Twitter: @alvertonschool



After School Club – Registration Form

Name of Child

Class

Please tick the days and times you would like your child to attend the After School Club. This can be changed in advance at any time; if your child will not be attending on a particular day, please let us know as soon as possible so that their place can be given to another child or you may be charged.

Time	Days				
	Monday	Tuesday	Wednesday	Thursday	Friday
3.15 – 4.15pm					
4.15 – 5.15pm					

Contact Phone Numbers

First Contact: Name Number

Second Contact: Name Number

Third Contact: Name Number

Security Password for collection

Medical Information (including allergies)

Signature (Parent / Guardian)

Name (printed)

Date

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