



# Welwyn St Mary's



# After School Club

# **Welcome to your After School Club!**

We are very excited to welcome you all to the first term at your new After School Club. We aim to provide a place where children can relax at the end of the day, play some games with friends, read, make things and generally have fun!

This leaflet gives you some important information about your club, so please keep it in a safe place!

## **After School Club Staff**

Your After School club team are:

Mrs Ottaway (leader)

Miss Ippolito

Ms So

Please feel free to talk to them about any aspect of after school club. As the club is new, we would especially welcome your feedback and ideas.

## **Venue**

After School Club will take place in our School Hall.

## **Getting to After School Club**

- Key Stage 1 children will be picked up from their classrooms by a member of our After School Club team and walked around to the school hall where they will be signed in.
- Key Stage 2 children should make their own way to the school hall and sign in with a member of After School Club staff.
- Children attending clubs before coming to After School Club will wait with the club leader until other children have been picked up. The club leader will then deliver them to After School Club and sign them in.

## **Snacks**

Children will be provided with a light snack soon after arriving at After School Club. Snacks will include fresh and dried fruit, breadsticks, rice cakes, cereal bars, plain biscuits or similar. Water will be available for children throughout the session.

Children are welcome to bring their own packed tea if you would like them to eat something more substantial, but we would ask that any packed teas adhere to the same rules as school lunches (i.e. no glass bottles, chocolate, sweets or nuts)

## **Medications**

If your child has an epipen or inhaler which they keep in class, they should collect this from their teacher at the end of the school day and bring it with them to After School Club. Medications will be returned to class teachers the following morning by After School Club staff. If you have a spare epipen or inhaler at home which you would like the After School Club to keep instead, please bring it in to the school office.

## **Absence from After School Club**

If your child will not be attending After School Club for any of the sessions you have booked, please inform the school office as soon as possible. If you are phoning your child in absent from school in the morning, please could you mention that they will not be attending After School Club.

Children must not attend After School club for 48 hours after any bout of diarrhoea or sickness.

### **Picking your child up**

Children must be collected from After School Club by 6pm at the latest. Unless you inform us otherwise, children MUST be collected by the adult who signed their booking form.

Please pick children up from the main entrance (near the school office). Doors will be locked so please buzz. If the buzzer is not answered, please phone the After School Club mobile number which is 07591 934904.

If your child needs to be picked up by an adult not known to the After School Club, please speak with club staff on 07591 934904. They will advise you of a password which will need to be given before the child is released. The adult collecting the child must bring ID with them. All children must be signed out by an adult.

### **Parking**

Please use the Ottway Walk car park when picking your child up from After School Club.

### **Contact details**

If you have any questions, feedback or ideas you can contact the After School club between 3pm and 6pm on the following number:

07591 934904

At any other time, please contact the school office who will ensure that a message reaches the After School Club.