

Morchard Bishop C of E Primary School

Church Street, Morchard Bishop, Crediton, Devon. EX17 6PJ

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Academy Head: Mrs H Bancroft



Please find enclosed the After School Club Policy and further information regarding the Club

The aim of the After School Club is to help enhance a child's learning and enjoyment at school. It can help the child to acquire new skills and expose them to new activities they may not ordinarily encounter. It will support working families by providing extended childcare.

ADMISSIONS AND CHARGING POLICY

Morchard Bishop C of E Primary School After School Club is open to every family in the school.

All children must be of primary school age [Pre-School children are subject to number ratios]. When all the places are filled, a waiting list will be established with the following priority order:

1. Siblings of children already attending
2. Existing users who require the greatest number of sessions each week during term time.

A waiting list will be used and operated on a first come, first served basis.

Emergency admissions will be at the discretion of the Academy/Head/Senior member of staff.

Booking/Charging Procedures:

Bookings must be made on ParentPay for each session attended.

Places are subject to availability and are allocated in accordance with our Admissions Policy.

Places must be booked in advance prior to uptake to assist us with staffing arrangements.

The right to refuse entry will be made if there is a debt for wraparound care provision.

Fees:

(With effect from 1st September 2025)

£4.50 – For 1 hour of childcare—3.30 to 4.30pm

£8.00—For 2 hours of childcare—3.30 to 5.30pm

Morchard Bishop C of E Primary School After School Club accepts workplace childcare voucher scheme and tax-free childcare voucher payments. Please contact the school office if you would like to pay for clubs this way.

More information can be found at

Link Academy Trust - Company Number 10049068

Registered Office Address - Lanscove School, Lanscove, Ashburton, Newton Abbot, Devon.TQ13 7LY

Tel:- 01803 762113 Email:- admin@thelink.academy

Unfortunately, places are non-refundable as staffing numbers are planned in advance, to suit the number of children booked in.

Adhoc Bookings - please allow 24 hours' notice, if possible, unless in an emergency.

Supervision and Safety:

The After School Team will ensure that all children are safe at all times.

A fully qualified first aider will always be present as part of the After School Staffing arrangements.

A member of the Senior Leadership/teaching staff will be on site.

The parents contact list folder will be available for use by the After School Staff in case of any queries/emergencies.

Please come to the side school hall doors, via the car park entrance, when arriving to collect your child in the evening.

All sessions are planned in advance, an up-to-date plan for the half-term is available from the staff upon request.

Club schedule:

3.30 - 3.40pm - Register taken.

3.40 - 3.55pm - Children have the opportunity to take it in turns if they wish to in 'Show & Tell' with the other pupils in the After School Club.

If time and weather permits, one member of staff supports outdoor play while the second member of staff sits in and has creative play indoors with those who would like to stay inside.

No child is made to do anything they do not wish to. If outdoor or creative play is not of interest, children can collect a book from the library, get pens and paper or games from the drawer or do homework if they choose to.

4.00 - 4.25pm - Snack time - children have a sandwich or toast with a choice of 3 filling/topping options, a biscuit and juice followed by a selection of fruit. The older children are given the option of helping to set up and serve.

4.30 - 5.20pm - Free play available - Various games and toys are available. For those that like a little more structure, weekly creative activities are organised. Activities will be linked to class themes if possible. If a craft activity is not finished, children can take it home for completion. Completed work can be

displayed on the After School Club display board if children wish to exhibit their work.

5.25 - 5.30pm - Clear up time.

If you would like any further information regarding After School Club, please contact the school office.