



Hamilton College

Aftercare Facility Policy

August 2020

Parents wishing to use the Aftercare Facility at Hamilton College must adhere to the following policy.

Booking:

Aftercare spaces are limited; therefore, it is essential that any parent who requires regular aftercare use must book in advance. An email will be sent out before a new term with a link attached to allow you to pre book. If you require Aftercare use on an ad hoc basis then you must email with as much notice as possible (at the latest before 12pm on the day needed) to see if there are spaces available. Please do not send your child to Aftercare without giving notice to the school as there may be no places left and we may have to call you to collect your child.

Payment:

Parents will use the Parent Pay system to pay their Aftercare account. Booked sessions will be noted on the system at the beginning of each term. Impromptu sessions will be added to the system as they occur. Sessions booked but not cancelled within 24 hours of the session will be charged. All unused sessions will be charged. Fees should be paid in full, with no deductions either termly in advance or on the first day of each month through a Standing Order arrangement.

Childcare Vouchers are accepted. Parents should notify the Aftercare Manager if vouchers are to be used.

Behaviour of pupils:

We promote and encourage positive and independent behaviour in all that we do at Hamilton College. The Behaviour Code of the school applies to our Aftercare Facility and will be enforced as necessary.

Food:

All children who attend Aftercare will be provided with a snack. This will be a choice of fruit, sandwich, toast or toastie. On occasions there will be additional choices.

Collection & Lateness:

Hamilton College Aftercare staff have an obligation to remain with any uncollected child at the end of each day until the child is collected in person. The school will not release the child to an unauthorised person, even if the collection is late, unless an authorised person telephones to state that because of an emergency a different person will be collecting. A password system will be used where the member of staff will ask an authorised person for a password for the child and the person collecting will have to disclose this password. The authorised person should give the name and a physical description for the arranged collector and the member of staff will check this description and the password before permitting the child to leave.

A record will be kept of all children who are not collected by the due time. In the event that a child is not collected by 6pm the following procedure will take place:

1. On the first occasion a staff member will remind you that the final collection time is 6pm.
2. On the second occasion the Aftercare Manager will write to inform you of this instance and outline next steps.
3. On the third occasion the Head of Junior School will write to you to inform you of a £25 charge (for each late session) and that the service may be withdrawn if late again.
4. All parents collecting children must report to the reception area, and always enter and exit via the main entrance and not through the classroom corridors. This is due to health and safety reasons.

The Aftercare Facility is available to all Junior School pupils. It operates during the hours of 3.15pm and 6pm, Monday to Friday. The costs and session times are available here [LINK](#) (pricing on website).

Please note changes for Term 1.1 2020:

Sessions -

3pm (or 3:15) to 5pm = £6

3pm (or 3:15) to 6pm = £10

In order to collect your child you must use the intercom at the gate in order to gain access to the lower carpark. The staff member on duty will ask for the password to collect your child. Your child will then be released from Aftercare and will enter the lower carpark through the main entrance.

Our usual procedure of parent collection from the Aftercare rooms, including signing out, will be reinstated once government guidelines allow. You will be notified of this change at the necessary time.

Hamilton College reserves the right to refuse use of the Childcare Facility if this policy is contravened.

TO FILL IN AND RETURN TO SCHOOL:

Please fill in below and return to aftercare@hamiltoncollege.co.uk or print and return to school with your child. Please keep the first 2 pages of this policy for your reference.

Child's name: _____ Class: _____

Password to collect child: _____

Parent/carer signature: _____ Date: _____