



## 1. VENUE

44 Kingarth Street, Glasgow, G42 7RN. After-School Care (ASC) is located in the single storey building in Calder Street playground. Holiday Club is located at our Outdoor Learning Centre at H@PP.

## 2. HOURS OF CARING

The service operates on normal school days during term time.

- Session 1: 3.10pm – 4.30pm
- Session 2: 4.30pm – 6pm

Last day of term (early school closure): 12.10pm – 6.00pm. This is a separate booking.

Holiday Club operates during all school holidays with the exception of public holidays and the two-week Christmas closure. Holiday Club operates 8am – 6pm.

**If the school is closed due to emergency circumstances, for example, extreme weather conditions or heating problems, the service will not operate.**

## 3. STAFFING

After School Care Manager, Lead Practitioner, Senior Practitioner and five Practitioners. We now also have a number of sessional staff on board to cover staff holidays and Holiday Club. ALL staff, both permanent and sessional are registered with SSSC and hold a full up to date PVG.

## 4. REGISTRATION

Hutchesons' After School Care is open to all children in the Primary School.

No new child may attend without the completion of the following documentation:

- Enrolment Agreement Form
- Registration Form
- Getting To Know Your Child (completed by adult)
- All About Me (completed by the child)

All children must be re-registered before the start of each new school year. Failure to do so will result in the child's place being forfeited. All documentation within the registration pack **MUST** be completed on the parent portal and returned annually.

Should any details change throughout the year, please notify ASC immediately, allowing us to keep our records up to date.



Current Registration Fee: £23.00 for one child and £20.00 for additional children per school session. The registration fee will be reviewed regularly and added to your first invoice.

Holiday Club is open to all children aged 4 1/2-16 years attending any school.

For Holiday Club all documentation should be completed on Try Booking at the time of booking, this can be found on the Hutchesons website under the heading of 'Our School'. Once booked there is a two-week cancellation period. We can arrange a refund if you cancel outside of this time.

## 5. BOOKING HOURS

We aim to make the service as flexible to the needs of our families as possible. However, maintaining the appropriate staffing levels and standards of the service means that some constraints must apply to the flexi basis arrangements.

As there are a limited number of flexi places available each day parents wishing to use the service on a flexi basis must contact the Manager by telephone or email as early as possible but **at least** 24 hours in advance. Bookings at shorter notice may be accepted subject to availability. As demand continues to grow, flexi places may not be guaranteed.

The service is manned between 10am – 6pm each school day. However, an answering service is operational outwith this time.

The After-School Care telephone number is 0141 433 4481 and email address is [asc@hutchesons.org](mailto:asc@hutchesons.org).

## 6. CHARGES

The charges per child will be as follows:

	ASC Session 1	ASC Session 1 – returning from a club	ASC Session 2	Holiday Club
Everyday	£8.90	£3.40	£7.60	£40.00
Named Day	£11.30	£4.30	£10.00	N/A
Flexi	£13.60	£5.10	£12.00	N/A

Included in the charge is a healthy buffet style snack at the beginning of each day. From time to time there may be additional charges for outings or extra activities. The last day of each term (12.10pm finish) is a separate booking and will be charged as so.

**In addition, please note the following:**

- Parents must pay for hours booked, whether used or not.



- It is essential that all children are collected promptly at the end of each booked session.
- Named days CAN NOT be SWAPPED, however an additional flexi day can be booked if required.

### **Session One (3.10pm – 4.30pm)**

Pupils picked up late after the end of the first session will be charged for the second flexi session whether it has been booked or not.

### **Session Two (4.30pm – 6.00pm)**

Please note that if children are collected after 6pm there will be an additional charge of £5.00 per each 5-minute period or part thereof and the Service will not allow any flexibility of this charge. Please also note that there is no reduction in charges for early collection.

## **7. PAYMENT**

Payment is by variable direct debit collected monthly in arrears using the same bank details as for school fees. If you wish to pay for After-School Care fees via a different bank account or by Childcare Vouchers, please contact Miss D. Mosson at the Trust Office, on 0141 433 4451 or [mossond@hutchesons.org](mailto:mossond@hutchesons.org).

Direct debit payments are collected around the 19<sup>th</sup> of each month from September to July. You will receive monthly invoices during the first week of each month, which will indicate the amount payable, and you will have an opportunity to raise any queries prior to the collection of the payment. The annual Registration Fee will be added to the first invoice in September or the first invoice following commencement of a place being allocated if this is mid-term. The first instalment which is collected in September covers charges for August Holiday Club. Non-payment may result in the immediate withdrawal of the facility.

## **8. ABSENCE**

### ***Illness***

It is important to ensure that we have the appropriate number of staff to look after the children booked in and to pay those staff salaries. The ratio of staff to pupils will be 1:10. This is why we must charge for all sessions which have been booked. However, in the event of long-term illness or unforeseen circumstances, particular arrangements regarding payment may be made in prior consultation with the manager who must also be informed if any child is absent.

### ***Extra-Curricular Activities***

The service is aware that from time-to-time pupils may be involved in extra-curricular activities, organised by Hutchesons' Grammar School, which necessitate their temporary withdrawal. Notice of withdrawal due to extra-curricular activities must be given to ASC by email or by use of the answer machine at least 24hours prior to withdrawal from the



service. If notice is not given normal charges will apply. On the assumption that the appropriate notice is given in such circumstances no charge will be made. There will be a pro-rata charge for children who return from clubs mid-way through the first session. However, parents should note that this concession applies only to pupils involved in such activities and does not extend to siblings.

### *Holidays Within Term-Time*

The service is aware that from time-to-time pupils may have permission to take holidays within termtime. Parents should note that it is their responsibility to advise the service in **writing** at least two weeks prior to the expected holiday irrespective of whether permission has been granted by the Depute Rector. If notice is not given normal charges will apply.

### **9. WITHDRAWAL** (*Everyday & Named Day*)

If a child is to be withdrawn from the service, at least four weeks' notice must be given in writing to the ASC Manager. If notice is not given a sum equivalent to four weeks' charges will be levied for the lost days.

### **10. COLLECTION PROCEDURES**

**Please note that After-School Care staff cannot release a child into the care of an unauthorised person. Therefore: -**

- If someone other than an authorised person named on the registration documentation is to collect, the Manager must be notified in advance, they should also be aware of the family password. This will prevent embarrassment while checks are being made. Only persons over 16 years of age can collect children.
- All children must be signed out of the service when collected, and the time of pick up recorded on the daily register.
- All children should be picked up **PROMPTLY** at the end of each booked session. In the case of an emergency, please try to inform the Manager.
- If a child will be absent from the service, please inform the Manager as soon as possible.

Parents picking up children from the service should enter via the double gates on Calder Street.

### **11. ACTIVITIES**

A varied programme of activities will be on offer each day - quiet reading, craft, games, sports, outdoor play. Children are supervised by staff at all times.

There will be an opportunity for children to do their homework. However, it is still parents' responsibility to check that all homework has been completed to the required standard.



## 12. MOBILE PHONES

As with school policy noted in the Parents Handbook, mobile phones should be switched off while attending After-School Care. In case of emergency parents can contact pupils via the After-School Care Office on 0141 433 4481. Pupils should be aware that they are responsible for their own mobile phone. After-School Care cannot accept responsibility for any lost or damaged phones.

## 13. GENERAL

- Any personal belongings are the child's responsibility and must be clearly marked with the child's name.
- Whilst we want the atmosphere to be as informal as possible, the children will be expected to co-operate with the staff at all times.
- Should any parents have any queries or complaints, they should contact the Manager in the first instance.
- It is the responsibility of the parents to ensure that any relevant medication, inhalers or EpiPens are supplied and are renewed as required. For any medication stored on the premises, parents will be asked to check and sign a monthly consent form.

44 Kingarth Street, Glasgow, G42 7RN Telephone: 0141 433 4481

Hutchesons' Grammar School is governed by Hutchesons' Educational Trust, Registered Charity  
Number SC002922

Hutchesons After School Care is registered and regulated by Care Inspectorate, Registration Number CS2018367836