



After School Club Information

Inspire Academy provides a safe and caring environment for After School care.

The aims of our Club are:

- To provide a facility that meets the needs of the children attending the Club.
- To provide a facility that meets the needs of working parents/carers.
- To ensure that the children are cared for in an environment that is safe and happy.
- To make the club interesting and stimulating.
- To provide activities and opportunities to enhance positive self-esteem and self-image.

Booking

Parents and carers are asked to pre-book their child's place for after school club via ParentPay. If you need log in details for Parentpay or guidance on how to book, please contact the school office on 0161 339 7822.

There are a limited number of places available and therefore allocated on a first come, first served basis.

Picking up

At the end of the school day, the children come straight to the Club from their classrooms. Children are escorted from their classroom to the Club. Parents/carers should collect children from the gate by the side of the main school hall. Only parents/carers on the agreed collection list at school will be allowed to collect from After School Club.

Snacks

Snacks and drinks are included in the fees. A healthy snack and drink is provided at approximately 3.45pm. Any child with special dietary requirements will be catered for.

Accidents and Illnesses

In the event of a child falling ill or having an accident at the Club, parents/carers will be contacted as soon as possible. A qualified member of staff will give basic first aid. Please note that it is very important to keep the school **up-to-date** with emergency contact names and numbers.

Medicines

Staff can only administer "prescription" medicine to a child if signed written consent has been given to the school office.

Child Protection

We take this very seriously and any suspected abuse, will be reported to the Social Services Department and local Safeguarding Board immediately.



Equal Opportunities

We operate an equal opportunities policy that applies to all children, members of staff, students and volunteers.

Behaviour & Discipline

All children are expected to behave well towards each other and towards school staff.

There is a behaviour policy and procedure in place, which the school will be more than happy to discuss with you.

Complaints

If you feel you need to make a complaint, please speak to the Club Leader in the first instance.

Complaints that are more serious can be taken to the Principal of Inspire Academy. All complaints will be investigated and dealt with promptly.

Payments

All payments are now taken through ParentPay. The only alternative payment we will accept is child care vouchers. Please see the school office if you need your ParentPay login details.

OPENING TIMES AND FEES

TERM TIME ONLY / MONDAY – FRIDAY

Our sessions are:

Sessions	Times	Cost
Afternoon Session 1	School – 4.30pm	£5.00
Afternoon Session 2	School – 5.00pm	£7.00

Please note: that there will be an additional charge of **£20 per child** for parents who *repeatedly* collect their child *after* 5pm.

Payment is to be made in advance by using the pre booking system on ParentPay.

Our caring and qualified staff are always willing to listen and will talk to you if you need any information or have any concerns, which may affect your child.

If you would like any more information please **phone 0161 339 7822** or **email inspire@victoriousacademies.org**