



Holy Trinity After School Club

Rooted in Christ, growing together

Parents' Handbook

September 2026



ABOUT THE CLUB

Holy Trinity Primary School runs our own After School Club (ASC) which offers the following benefits:

- Only Holy Trinity Primary School pupils will be allowed to attend
- Children will be able to go straight to ASC after school without leaving the school premises
- Continuity of behaviour policy – the same policy will be used as in school
- The same Christian ethos as the school will underpin the ASC
- School staff members will run the ASC
- The club will be run following Playwork Principles as we recognise that children and young people's capacity for positive development will be enhanced if given access to the broadest range of environments and play opportunities
- This will allow children to have access to more of the school's facilities and equipment during the after school sessions including laptops and Lego
- This can also include a quiet area or access to computers to complete homework, if required
- Childcare vouchers are accepted
- Online booking and payment system (via Arbor as for school payments)

The ASC is registered by Ofsted under our existing registration (No: 109249), and is based within the school premises, utilising the Library/ICT area, the school hall, the outdoor play area and the school play equipment, as planned by the leaders. The club is open from 3.30pm until 6.00pm Mondays to Thursdays, during term time. Our last very successful Ofsted Inspection was in June 2024. You can download our last inspection report using the following link: <https://www.holytrinitypri.com/wp-content/uploads/2024/11/Ofsted-Report-Inspection-June-2024.pdf>

Aims

At ASC we aim to provide a safe and secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care. All of the policies referred to in this document are available on our school website.

What we offer

- Our club follows the Playwork Principles, so the children are free to choose activities and resources as they wish (<http://www.playengland.org.uk/playwork-2/playwork-principles/>)
- There will be a selection of activities and resources available, including dressing up, home corner, craft, board games, construction, computer, physical play, cookery, reading

What we provide

The food we provide at ASC is not intended as a substitute for a main evening meal. We provide healthy snacks, including fresh fruit and vegetables, which may include, for example, sandwiches, yoghurt, fruit or toast. We promote independence by encouraging the children to prepare their own snacks and to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.

Staffing

The club is managed by Hayley Thomas who is accountable to the Headteacher, and all staff are employed by the school governors. By providing our own ASC on our own premises we aim to provide a seamless transition between school and club. All of our staff have substantial experience of working with children and are suitably qualified and trained. All members of staff are DBS checked.

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you prefer to arrange a more convenient time for a meeting please contact the school office.

TERMS AND CONDITIONS (Revised from September 2026)

Admission

ASC is accessible to all children and families who attend our school. Admission to the club is organised by the school and where necessary, we will use a waiting list system. The waiting list will be operated on a first come-first served basis, apart from siblings who will have priority for the same days as a sibling already attending.

We require a completed registration form for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately.

Payment of fees

Parents are to book the required sessions in Arbor, and **we are asking that you book your sessions for each term in advance.** The current fees are £12.00 per child for an after-school club full session. A reduced fee of £6.00 per session is available if you collect your child before 4.30pm.

Fees must also be payable in advance every term through Arbor or with childcare vouchers (If you wish to use childcare vouchers, please make sure you quote which provider you use on your registration form so that we can make sure we are registered with them). The price per session per child applies to all children. There is no reduction in fees if your child is collected early or arrives later if they have been attending another club. This is because we still must pay our staff to cover all the session, regardless of how long your child attends.

Late notice bookings can be arranged in an emergency by contacting the school office in advance. You can also book sessions on Arbor up to 24 hours beforehand. We do not charge for bank holidays and professional training days as the ASC will not run on these days.

Please ensure that fees are paid promptly. Non-payment for more than one month may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to the Club Leader or the school office.

Changes to days and cancelling your place

If you need to change the regular days that your child attends, please contact the Club Leader or the school office as soon as possible. We try to accommodate such changes where we can. Bookings can be cancelled without incurring a charge provided at least 48 hours' notice is given.

Induction

During your child's first session time will be set aside for an induction. The induction will include running through ASC's rules and routines (including mealtimes, collection, children's meetings) and introducing your child to the staff and other children. Another child will usually be allocated to act as your child's buddy for the first few sessions.

Arrivals and departures

Our staff will be ready to meet the children who will walk to the Library/ICT area at the end of the school day. Children in Reception, Y1 and Y2 will be escorted by an adult. Children from Y3 and above will be allowed to go to the club themselves. A register is taken when children arrive at the club and you must sign out your child each day when you collect them.

We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation.

If you are delayed for any reason and will be late collecting, please telephone the club to let us know. If you are late for a 4.30pm pick up, your child will be moved into the 6pm session. A late payment fee of £5.00 per 15 minutes will be charged if you collect your child after 6pm. If your child remains uncollected after 6.30pm and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our uncollected children procedure and contact the Social Care team. Repeated late collections will result in your child being removed from the club.

Child protection

We are committed to safeguarding the children in our care and ensuring that they are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. (Please see our Safeguarding and Child Protection Policy for details.)

Equal opportunities

Our club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs. We respect and value the different racial origins, religions, cultures and languages in our school community so that each child is valued as an individual without racial or gender stereotyping. We will challenge inappropriate attitudes and practice. We will not tolerate any form of racial harassment. (Please see our Equalities Policy.)

SEND

Our staff are highly trained in meeting the needs of children with SEND. If your child has SEND, please discuss this with our staff so that we can meet these needs appropriately. (Please see our SEND policy for details.)

GENERAL INFORMATION

Behaviour (children)

The benefit of running our own ASC is that we will follow the same behaviour policy during the club as the children are familiar with during the school day. This policy is based on the positive reinforcement of good behaviour and clear sanctions. A copy of our behaviour policy is available on the school website.

However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the club immediately. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the club.

Behaviour (adults)

We will not tolerate any bullying, aggressive, confrontational or threatening behaviour or behaviour intended to result in conflict. Our club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at the club we will contact you and ask you to make arrangements for them to be collected. Please inform the Club Leader of any infectious illness your child contracts. If your child has had sickness or diarrhoea the same rule will apply as for school, he or she will not be able to attend the club for 48 hours after the illness has ceased.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times, and staff are trained in first aid to an appropriate level. If your child has an accident whilst in our care, you will be informed when you collect your child.

(For details see our Health, Safety and Wellbeing Policy and Medical Needs Policy.)

Medication

Please let the Club Leader know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the club you will need to complete a Permission to Administer Medication form in advance. (See our Medical Needs Policy for more details.)

Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Club Leader, Assistant or the school's headteacher. (All complaints will be dealt with in accordance with our Complaints Policy.)

Insurance

Insurance cover is provided by the school's insurance arrangements with the local authority.

Loss of Property

The ASC will not be liable for the loss of property brought onto the premises by parents/carers and/or children attending the club.

CONTACT INFORMATION

Holy Trinity After School Club,
Holy Trinity Primary School,
Bradley Stoke,
Bristol,
BS32 0BD

Tel: 01454 866735

Email: ASC@holytrinitypri.com

Club mobile number: 07898 689146 (Please leave a voice message if there is no reply.)