



SHERBORNE PRIMARY SCHOOL

Harbour Way Sherborne Dorset DT9 4AJ
Telephone 01935 812619 Fax 01935 817943
e-mail office@sherbornepri.dorset.sch.uk
Website www.sherbornepri.dorset.sch.uk



Headteacher: Mr Ian Bartle BA Ed (Hons) NPQH

SCAPA AGREEMENT AND RULES

GENERAL INFORMATION

SCAPA provides child care during term-time and the school holidays, for children aged 4- 11 years old, in a safe, happy environment, supervised by professional and experienced staff. Children must be at least 4 years and in fulltime education. (We are unable to accept children prior to them starting in Reception at school). A broad and balanced programme is provided of recreational and educational activities. A quiet area is set aside where children can read or rest.

Children are supervised at all times by members of staff, until they are collected by their parents (OR A NAMED SUBSTITUTE). The parent/guardian must give WRITTEN permission if they wish a child to go home unsupervised.

SCAPA offers a Breakfast Club, After School Club and Holiday Club. The times for these different sessions are:

Term Time:

Breakfast Club - 8.00am – 8.45am

After School Club starts - 3.20pm (when school ends) and finishes at 6.00pm. The after-school session is sub-divided into three periods: 3.20-4.30pm, 4.30-5.30pm and 5.30-6.00pm.

Holiday Time:

Holiday Club - 8.00am until 6.00pm

Each day is sub-divided into two sessions (8am-1pm and 1pm-6pm) with the option of an additional hour to extend either session, i.e 1-2pm if booked for the morning session or 12 noon to 1pm if booked for the afternoon session.

OFFICIAL RECOGNITION

The club is registered with OFSTED as part of Sherborne Primary School (registration number 144417) as a day care facility providing supervised activities for children aged 4 to 11 years. SCAPA is subject to SAST and Sherborne Primary School policies and guidelines, including 'Every Child Matters' and 'Healthy Living'.

REGISTRATION, BOOKING AND PAYMENT OF FEES

A REGISTRATION FORM MUST BE COMPLETED FOR EVERY CHILD PRIOR TO ATTENDANCE AT THE CLUB. Registration forms are available from the School Office/SCAPA and on the School Website.

Term time sessions (breakfast and after school) need to be booked in advance on School Money with payment required at the time of booking. Bookings close at midday on Fridays for the following week. We regret we are unable to accept late booking after this time. If paying with childcare vouchers payment must be received by the school prior to the cut-off date and your SCAPA School Money account will need to be in credit to enable you to book on line.

There are a maximum of 45 spaces each Breakfast and After School Club which will be allocated on a first come, first serve basis automatically via School Money. Any exceptional manual bookings will incur an additional charge of £2. It will not be possible to change a booking or to receive a credit note for

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Registered office: Bristol Road, Sherborne, Dorset DT9 4EQ





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cancelled sessions after the cut-off date. The school reserves the right to charge up to £25 for anyone collecting their child/ren after 6pm or attending a session which has not been booked.

Holiday Club also needs to be booked and paid in advance and spaces are allocated on a first come first serve basis.

ABSENCES

Please notify SCAPA if your child is unable to attend any after school sessions for any reason.

If your child is absent due to sickness then please make it clear when you report the absence to the school office that SCAPA also needs to be informed. **Notification of absence from the after school club is essential to avoid staff searching for children who are not attending.**

CANCELLATIONS

Any cancellation must be notified in writing and if received before the cut-off date a credit note will be given to use against future bookings. Credit for absence/cancellation after this deadline can only be given in exceptional circumstances (at the discretion of the Headteacher) as costs are still incurred.

SICKNESS, ACCIDENTS, FIRST AID AND EMERGENCIES

If a child becomes ill during a club session, every attempt will be made to contact one of the people listed on the Registration Form, to arrange collection of the sick child. The child will be cared for until collection.

In the case of a minor accident, basic First Aid will be administered.

In the case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/guardian to advise or discuss with him/her the course of action to be taken.

PLEASE NOTE: the Registration Form contains an AUTHORISATION giving permission for staff to act 'IN LOCO PARENTIS'. If the parent/guardian cannot be contacted in time, the club organiser will invoke the authority to take action to gain appropriate medical treatment for the child. **IF YOU DO NOT WISH TO GIVE SUCH AUTHORISATION, PLEASE INDICATE THIS ON THE REGISTRAION FORM.**

Administration of medication is limited to medicine and tablets and excludes the application of creams, eye drops etc. Please complete "A Parental Consent for Administration of Medicines" form if you require medication to be given to your child whilst at SCAPA.

RULES:

We require the behaviour of all children to be good. For their own safety, we expect children to carry out instructions given by the staff. The school has the right to refuse a place for a child whose behaviour is unsatisfactory.

By registering your child with SCAPA the understanding is that you agree with SCAPA's operating policies and the terms and conditions set out in this document.

PLEASE RETAIN THIS INFORMATION FOR FUTURE REFERENCE

CONTACT: SCAPA on 01935 810001 or Sherborne Primary School on 01935 812619

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All correspondence should be sent to the Club Administrator/Supervisor at the following address:

SCAPA , Sherborne Primary School
Harbour Way Sherborne Dorset DT9 4AJ Tel: 01935 810001 Mobile: 077 907 61125 Fax: 01935 817943
Email: office@sherbornepri.dorset.sch.uk Website: www.sherbornepri.dorset.sch.uk