



Old Vicarage School

AFTER SCHOOL CARE

Questions and Answers for Parents

After school care will operate if the school is running a normal timetable and under normal social distancing requirements.

What hours does After School Care operate?

It operates from 3.15 to 6.00pm and there are three sessions:

Session 1: 3.15 to 4.00pm (or 4.15pm for girls waiting for siblings attending a lower school club)

Session 2: 4.00 – 5.00pm

Session 3: 5.00 – 6.00pm

What facilities are available?

After School Care is based in the Dining Room in 48 Richmond Hill, where there are kitchen facilities, nearby toilets, a separate area for quiet homework and then, from 5.00pm, on the ground floor in the Hall, Playground and Library. A sandwich, drink and fruit will also be provided.

How much does it cost?

There is a minimum charge of £7 per day. It will cost £7 per session. If a girl stays beyond the end of a session, £3.50 will be charged for each additional 30 minute period or part thereof. Parents will be invoiced termly in arrears.

One of my daughters attends an activity club after school, can my other daughter(s) attend the After School Care during this time?

Yes, please book them in the After School Care for this period and you will be charged at the hourly rate above.

What happens if my daughter is attending an after school activity club which is unexpectedly cancelled?

Your daughter will be sent to After School Care, free of charge, until you are due to collect her.

What activities do the children do?

The children will have a snack, take part in organised craft activities, board games, reading, occasional DVDs and, from 5.00pm, some more active games using the Playground and Hall. They will also have a quiet area to complete homework, which will be supervised but unassisted.

How many staff run the club?

The club is managed by a dedicated After School Care Manager, who is suitably qualified and checked. The Manager will be supported by other Old Vicarage staff members according to the number of children booked in to each session.

How do I book my daughter in to the club?

You will need to complete a registration form, whether you wish your daughter to attend on a regular or occasional basis. Please complete this and either drop it into the School Office or e-mail a scanned copy to afterschoolcare@oldvicarageschool.com.

If you think your daughter **may** use the club on an occasional basis, please still complete the registration form.

Regular bookings (the same day every week) can be booked for the whole term using this form.

Occasional bookings should be made by email to afterschoolcare@oldvicarageschool.com, giving at least 24 hours' notice. Occasional bookings will be dependent on space being available and will be confirmed by return email. Please note that there will be a maximum number of children in After School Care and bookings will be honoured on a first come first served basis.

What if I need to cancel a booking?

If you need to cancel a regular or occasional place, please give 24 hours' notice or the full fee will be charged.

What happens if my daughter is ill and unable to come to school that morning or is sent home from school during the day?

If your daughter is ill that morning, please email After School Care as well as advising the School Office in the normal way. If she is sent home during the day, the office staff will notify the After School Care Manager. There will be no charge in either case.

What happens if I am late picking up from school but my daughter is not signed in to the After School Care?

We appreciate that occasionally problems occur but if your daughter is not collected 10 minutes after her expected pick up time (from school or a club) she will be signed into After School Care and you will be charged.

How do I collect my daughter from After School Care?

Before 5.00pm, please come to the School Office.

After 5.00pm, please ring the dedicated After School Care door bell.

To contact After School Care by telephone, please call the general school number (020 8940 0922). This number will be answered by the School Office staff until it closes at 5.00pm. After 5.00pm, the School Answerphone message will provide callers with a mobile number (below) to call if they wish to contact the After School Care staff.

What happens if I am late collecting from After School Care?

It is very important that girls are collected from After School Care no later than 6.00pm.

The School maintains a record of late collections and may refuse to continue providing the After School Care service to repeat late collectors.

If you pick up before 6.00pm but later than the time your daughter was scheduled to be picked up, you will be charged for the time she attended on that day.

The School Office is closed from 5pm every evening. Should you need to contact the ASC facility after that time, please use the following number: 07379987950.