

# ST JOHN'S PRIMARY SCHOOL

## AFTER SCHOOL PROVISION

**PARENT GUIDE 2024/2025**



# St. John's Primary School

## After School Provision

### Guidance to Parents

Our after school provision is based on an educational foundation. Members of the school staff are involved in the day-to-day organisation of activities and supervision of the children.

After school provision is open to all children attending St. John's PS. We are available as a childcare structure for parents Monday – Thursday.

After school provision operates Monday to Friday during term time from 3.00pm – 4.55pm.

### Our Timetable (KS1 – P1-4 and KS2 – P5-7)

3.00pm – Snack

3.15pm - Homework

3.45pm – 4.55pm – Play-based Activities, ICT and Games.



### Location

After school provision is in the canteen and access for collection is at the canteen door. Sometimes, it is necessary to allow other activities use of this space and we may be relocated to another classroom or play area. It will then be necessary for you to collect your child from the main entrance, using the intercom system. We try to rotate our activities according to the seasons and space available.

### Activities:

Outdoor play	Homework
Structured play	Reading area
Drawing and painting	iPads
Art and Craft activities	Outdoor play
Games and puzzles	Friendships/chatting time

### Homework

Children are helped with homework by school staff. Although this homework has been supervised, it is still the **parents' responsibility** to ensure that it has been completed correctly and signed.



Parents will appreciate that although we do our utmost to support all the groups and abilities, nothing can replace the one to one attention provided by a parent. With that in mind we will **start** the homework, but this may need to be finished off at home. **Children should do their reading at home with parents/carers to ensure they get the individual attention required.**

## Fees

It is important to be aware that our after school provision is non-profit making and the income generated may only cover the staff salaries and a small snack.

<b>Whole Week 1<sup>st</sup> Child</b>	<b>£24.00 per child</b>
<b>Additional Children in Family</b>	<b>£20.00 each</b>

<b>Whole Day Session 3.00pm – 4.55pm</b>	<b>£6.00 per child</b>
<b>Additional Children in Family</b>	<b>£5.00 each</b>

We do not receive additional funding from any outside source. Having said that, the school believes that this **‘wrap-around’ provision** is very beneficial to parents and a great asset to our school. If any profit is made after wages and resources are paid for, it is transferred into school funds. All accounts are independently audited each year and the findings reported to the school’s Board of Governors.

## Insurance

After school provision is organised through St. John’s PS and therefore is covered under the insurance held by the Education Authority NI and CCMS.

## Contact Information

Parents should give the school all relevant contact and medical information relating to their child. It is important that the information is kept up to date. *Please inform us of any ALLERGIES or MEDICAL conditions that may have an impact on the activities that a child can be involved in.*

## Health and Safety



All activities and procedures will be in accordance with the school’s Health and Safety Policy.

## **Child Protection**

After school provision is organised in line with the school's Safeguarding Policies as well as the 2017/04 Child Protection guidance (Updated September 2024) by the Department of Education. All our staff have been vetted through ACCESS NI prior to taking up employment at the school and are annually trained in Child Protection issues.

## **Discipline**

After School Provision is managed by the Learning Support Assistants. It is essential that they are always respected and that our RESPECT Charter is followed. Children are expected to behave as they would at any other time during the school day. Children should be polite and courteous to all members of staff and respectful to each other. Procedures and sanctions for inappropriate behaviour are as follows:

1. Reminder
2. Caution
3. Calming Time and Restorative Conversation with Leader
4. Referral to Senior Manager on Duty
5. Parental Involvement (Telephone Call or Meeting) – 3-day withdrawal

**Should inappropriate behaviour persist, children will not be permitted to attend the club.**

**Full copies of school policies for Child Protection and Safeguarding may be viewed on the school website at: [www.stjohnspsderry.co.uk](http://www.stjohnspsderry.co.uk).**

## **Early Closing**

School normally closes at 12:00pm prior to the Halloween, Christmas, Easter and Summer holidays. There is no provision available on these days.

### **CONTACT DETAILS**

**St. John's Primary School  
Bligh's Lane  
Derry  
BT48 9PJ**

**Tel: 02871264046**

**Email: [info@stjohns.derry.ni.sch.uk](mailto:info@stjohns.derry.ni.sch.uk)**