



Queen's Hill After School Club PARENT PACK

Who are we?

Set Your Sights is a Childcare, Sports and Drama coaching company that has been running workshops and Ofsted registered childcare in schools all over Norfolk since 2008. Our aim is to provide fun, safe and inspiring learning environments to allow all children to fulfil their potential.

How will the club run?

The club will run daily during term time and will consist of two options available to children from Reception to Year 6:

3:00pm - 5:00pm or 3:00pm - 6:00pm

These sessions are designed to introduce the children to many topics including Sport, Art, and Drama in a fun, safe and inclusive environment. We will set short term topics and goals and allow children to explore these areas at a pace that suits them. Although these sessions will be planned and structured carefully, we do understand the need for children to have an opportunity to relax after a long school day and we shall pace the sessions accordingly. There is also a snug area for quiet reading and there is time set aside for homework.

How much does it cost?

Half sessions (3:00pm – 5:00pm) costs £7, Full sessions (3:00pm - 6:00pm) costs £10

How do I book?

To be placed on the After School Club Register, parents will need to complete a registration form - <https://www.setyoursights.net/queenshillprimaryschool>

Once registered, you will be able to book regular weekly sessions or adhoc sessions (space permitting).

We require bookings to be made by 1pm on the day of the session.

If you wish to cancel a session, simply cancel by email by 6pm at least 2 working days prior to the session you wish to cancel and we shall take your child's name off the register. As long as we are informed by 6pm two working days in advance, there will no charge. Cancellation after 6pm two working days prior to the session or failure to inform us of a cancellation will result in the full session being charged.

Please see below a table of cut off's for cancellation without a charge.

Session Cancel	Cancellation Cut Off
Monday	6pm Thursday
Tuesday	6pm Friday
Wednesday	6pm Monday
Thursday	6pm Tuesday
Friday	6pm Wednesday

Failure to inform us of a cancellation will result in the session being charged at a half session of £7.

How do I pay?

We ask that all sessions are paid for in advance on a weekly basis. You are able to make BACS payments, tax free childcare accounts payments or pay using childcare vouchers.

The BACS details are:

Reference: QHASC (Child's Name)
Account Name: Set Your Sights Ltd
Account Number: 65649260
Sort Code: 30-65-65

If you wish to use childcare vouchers, we are registered with the following companies, including our registration numbers:

- * Care-4 - 58582870
- * Edenred - P21256834
- * Co-operative Flexible Benefits - 85122232
- * Kiddivouchers - search for Set Your Sights and select Queen's Hill Primary School
- * Bravo Benefits - search for Set Your Sights and select Queen's Hill Primary School
- * Enjoy Benefits - search for Set Your Sights and select Queen's Hill Primary School
- * RG Childcare - 09101700684
- * Computershare- 0026455775
- * Sodexo - 864536
- * Fideliti - search for SET006C
- * Childcare Grant - CCG3734966

If your provider is not on this list, please email us and we will register with the voucher company.

Who will be running the club?

The After School Club team will be run by Set Your Sights staff members, who have specific expertise in delivering Childcare, Sports, Art and Drama workshops of the highest standard to Primary School children.

All staff will have relevant qualifications, enhanced DBS checked and first aid trained.

Where do I collect my child?

All children will be collected from the After School Club which will be held in the small hall. Collection is from the rear playground doors. Staff will ensure all children are signed out.

Further Information

Full club information (including our Policy Document, medication forms and registration forms) can be found on our website - <https://www.setyoursights.net/queenshillprimaryschool>

If you have an emergency during club hours and need to contact the after school club please ring the club on 07563 388211.

If you have any further questions, please email us at office@setyoursights.net. Our office hours are 9am - 1pm Monday to Friday during term time.