

## **After School Club Policy**

**September 2025**

### **Aims**

We intend to:

- Support our families and meet the needs of the community
- Provide a safe, welcoming environment in which children can enjoy a range of child initiated activities
- Encourage children to develop friendships across age groups and work together cooperatively

### **Introduction**

St. Andrew's Primary School After School Club is run by the school and exists to provide high-quality out-of-school hours childcare for families who attend our school. We aim to provide a range of stimulating and creative activities in a safe environment, within the ethos of St. Andrew's. This policy sets out important information for families regarding their child(ren) attending our After School Club.

### **Provision**

- After School Club runs during term time Monday – Thursday, starting at 3pm and closing at 5pm.
- Children can be collected from the After School Club any time during the hours the club runs.
- The club is open to children from Reception (once full time) to Year 6. Parents of children with additional needs will need to discuss provision with the school prior to requesting a place.
- The school reserves the right to withdraw an offer of a place.
- Reception and Year 1 children will be escorted to after school club at the end of the day.

### **Admissions, Booking and Payment**

- All parents must complete and submit a registration form before booking any sessions (See Appendix 1). Children cannot be accepted to the club without a signed registration form.
- Places are limited and are on a 'first come, first served' basis.
- Bookings must be made online via Reach More Parents and fees must be paid at the time of booking.
- One off slots can be booked if places are available.
- If children are attending school, but will not be attending a booked session, the place should be cancelled at least 48 hours in advance, otherwise the full amount will be charged.
- The charge for After School Club (3-5pm) is £7.50 (which includes a snack)
- Online bookings will close at 11pm on the day prior to the session.

### **Collection/late collection**

- Parents/Carers are required to collect their child via the main front door and sign the child out once the handover has been completed by the staff member.

- If a child has not been collected by the end of a session, parents will be contacted in the first instance by telephone. Additional contacts will be telephoned if contact cannot be made.
- If a child is not collected by 5pm, a charge of £5 per 15 minutes or part thereof will be made. The school will consider contacting Children's Services if a child has not been collected by 5pm and the parent has not been in contact with the school to explain why and make arrangements for collection.
- After School Club can be contacted via the school admin team until 4pm then on 07955026165 after 4pm (3.30 on a Friday). Parents should not leave a message on the school answer machine as this may not be picked up until the following morning.

### **Food and Drink**

- All children are offered a snack and drink during the registration period at the start of the session.
- Children have access to drinking water throughout the session.
- Any food allergies/dietary requirements must be made clear at the time of booking.

### **Behaviour**

- We expect all children to have good conduct and standards of behaviour as they do in school. The school's behaviour policy applies to After School Club.
- The school has the right to refuse provision for children who behave in a way that the school deems inappropriate.

### **First Aid/Accidents**

- It is important to realise that at times when children are playing, accidents can happen. For this reason, we have staff that are qualified in administering first aid.
- Any minor accidents will be dealt with and recorded. The parent/carer will be informed when collecting children from the provision. In case of a more serious accident, the appropriate action will be taken, and parents will be informed immediately.
- Parent/Carers of any children who become unwell at the club will be contacted as soon as possible.

### **Child Protection/Safeguarding**

- We take our responsibility for child protection seriously. All staff have received safeguarding training and concerns will be addressed in line with the school's Safeguarding Policy.

This policy will be reviewed at least annually.

Next due for review September 2026.

## Appendix 1

### After School Club Registration Form

#### Child details

Name	
Class	
Home address	
Date of Birth	

#### Parent/Carer Information (Please provide at least 2 contacts)

Name	Mobile telephone	Work telephone	Home telephone

#### Medical information

Surgery Name	Doctor's Name	Telephone Number

Additional needs:
Allergies/Dietary Requirements:
Medical Needs:

I give permission for a member of staff to administer first aid, and if necessary access and implement emergency medical advice or assistance if my child is involved in a serious incident and I cannot be contacted.

I agree to the terms of the After School Club Policy

Signed..... Dated.....