

Afterschool Club Policy



At Breadsall CE Primary School, we believe every human being is created in God's image and therefore should be treated with dignity and respect. In order to assist our parents / carers and support our children, Breadsall Church of England Primary School operates our own Afterschool Club in school. Our aim is to provide a relaxed and friendly environment where children are free to choose from a wide range of play-based activities and learning opportunities.

Afterschool Club runs every weekday from 3.20pm till 6pm with the exception of the last day of the Spring, Summer and Autumn terms when the club will close at the earlier time of 5.00pm.

We have different bookable session options. These are:

- **'Late Bird' Short Stay session:** This is available from 3.20pm to 3.45pm and costs £1 per child per session. Children need to be collected by 3.45pm or parents could be charged for an Option 1 session (see below).
- **Option 1: 3.20 to 4.30pm:** 1 hour and 10 minutes at a cost of £4
- **Option 2: 3.20 to 5.00pm:** 1 hour and 40 minutes at a cost of £6
- **Option 3: 3.20 to 5.30pm:** 2 hours and 10 minutes at a cost of £8
- **Option 4: 3.20 to 6.00pm:** 2 hours and 40 minutes at a cost of £10
- **Options 5: 4.20pm to 6.00pm:** 1 hour and 40 minutes at a cost of £6 per session to be used if your child is attending a different school club, eg, A booster group or sports club.

A snack and drink will be served to pupils booked into any session after 4.30pm. We will take account of each child's special dietary needs. If your child requires a more substantial meal, we ask that you send a packed meal in for them and let the school office know that you have done so in order that they can inform the Afterschool Club Supervisor.

Parents are asked to book by Thursday each week for the following week. Late bookings may be accepted with 24 hours' notice.

▪ Any bookings that are requested with less than 24 hours' notice may be refused. Please phone the school on 01332 831328 if you need a last-minute booking.

- Parents/carers must notify the school office as soon as possible if their child is booked into After School Club, but care is no longer needed.

Making Payments

Parents/carers can make payment for all Afterschool Club sessions through the online payment system Parent Pay. Parents can also use childcare vouchers or the government's tax-free childcare service to pay for After School Club. Please note that childcare vouchers can only be used to pay for breakfast and after school care and cannot be used to pay for school dinners, trips or activity clubs. For further information on childcare vouchers and the tax-free childcare scheme, please contact the school office.

On starting at our school, families are set up with a Parent Pay account and a password and log in instructions will be issued. Any payments due will then be assigned to their Parent Pay account.

If parents/carers are separated, we are able to set up an account for each parent/carer if required.

Failure to Pay

Unfortunately, failure to make regular payments for After School Club may mean that your child will be unable to attend After School Club and we may even look to start legal proceedings to recover any debt. We do however always try to work with our families to ensure this is avoided. As a small school we operate an open-door policy at all times so that parents/carers can come and talk to us in confidence. The last thing we would want to do is place any additional pressure on families that may be experiencing financial difficulties.

Please see our Payment Policy for further information on the action we may take on outstanding payments.

Free Sessions for Volunteers/Governors/Staff

Parents/carers and governors who are volunteering in school and staff who are working for the After school club are able to access free use of the club. If you need to use the After School club for this purpose, children should still be booked in as usual and the reason for the booking advised at the time in order to ensure a charge is not levied.

Collecting Children

All children who are attending After School Club should be picked up by a parent/carer and will not be permitted to walk themselves out of school. If a child is to be collected by someone who is not a parent or sibling (older than 16 years), we will need to be advised of this before they are collected. We will not release a child without this information. Parents/carers/siblings (over 16) or other adults with permission to collect the child will be asked to sign a form at collection time.

Exceptions for pupils in Year 6 may be made with written permission from parents.

We ask all parents to remember that our Afterschool Club closes at 6pm and this is the very latest you should collect your child. Please consider the impact on staff and their own families should you arrive later than 6pm. Late collections after 6pm may result in a late collection fee of £6 being charged.

Closure Due to Exceptional Circumstances

There may be occasions when we need to either not open the After school club at all or close early due to bad weather or other exceptional circumstances. If this is the case, we will endeavour to let all parents know as soon as possible. You will not be charged if After School club is unable to open.

Sickness, First Aid & Medication

If a child becomes ill whilst attending After School Club, we will contact the parent/carer and ask for the child to be collected. The child will then be looked after in a quiet area until collected. The child will be observed for any worsening symptoms. Medicines will only be administered in accordance with our administration of medicines policy. At least one member of staff on site will be trained in paediatric first aid.

School Expectations

Any behaviour which is likely to lead to the safety and enjoyment of others being compromised will be dealt with in accordance with our behaviour policy.

We will ensure that all parents/carers are aware of any changes to the club's policies and procedures. We publish our terms of use for our Afterschool Club and ask that all parents/carers who use the Afterschool Club agree to the conditions set out in this document. See appendix A.

Comments & Complaints

We welcome suggestions from parents on ways in which we can improve our Afterschool Club provision. Should you have any complaints relating to our Afterschool Club these will be dealt with in accordance with our complaints procedure.

Linked Policies:

- Charging & Remissions
- Separated Parents
- Complaints Procedure
- Payment Policy
- School Prospectus for Parents
- Behaviour
- Administration of Medicines

Policy Review

This policy has been written by the headteacher.

This policy will be implemented by the school administration team and the After-School Club staff.

This policy was written in December 2024. This policy will be reviewed every three years by the school governors in accordance with our schools' policy delegation schedule. We will review this policy earlier than the scheduled review date should there be any change in guidance or legislation related to this policy or should we feel that an earlier review is necessary.



ANNEXE A

Breadsall CE Primary Afterschool Club – Terms of Use

We ask that all parents/carers who use the Afterschool Club read and agree to the following terms and conditions of use.

Afterschool Club opens at 3.20pm and ends at 6pm daily with the following Session Options:

- **Option 1: 3.20 to 4.30pm:** 1 hour and 10 minutes at a cost of £4 per child per session
- **Option 2: 3.20 to 5.00pm:** 1 hour and 40 minutes at a cost of £6 per child per session
- **Option 3: 3.20 to 5.30pm:** 2 hours and 10 minutes at a cost of £8 per child per session
- **Option 4: 3.20 to 6.00pm:** 2 hours and 40 minutes at a cost of £10 per child per session

Late Bird pick up time is 3.45pm. No snack is served.

Bookings

- Bookings for the Afterschool Club or Late Bird Pick Up should be made the previous week if possible. Late bookings may be accepted with 24 hours' notice.
- Any bookings that are requested with less than 24 hours' notice may be refused. Please phone the school on 01332 831328 if you need a last-minute booking.
- Parents/carers must notify the school office as soon as possible if their child is booked into Afterschool Club, but care is no longer needed.
- Parents/carers will be charged for a whole Afterschool Club session option, even if their child is collected between the session times listed above.

Parents/Carers may be charged for the Late Bird Pick Up, even if their child is not booked in, if their child is regularly picked up after 3.20pm which is the official end of school time.

Payments

- Parents/carers are required to make regular payments for their use of the Afterschool Club using the payment methods set out in the Afterschool Club Policy.
- If a regular payment for the use of Afterschool Club is not made, or if an outstanding balance has existed for a long period of time, or if a large outstanding balance is being accrued, this may result in your child being unable to use the Afterschool Club and legal proceedings may be instigated.
- Parents/carers will be charged for a whole session (see above) regardless of what time their child is collected within the session time.

Parents/Carers will be charged for the Late Bird Pick Up if their child is picked up any time between 3.20pm and 3.45pm.

General conditions

- Parents/carers are asked to keep school informed of any changes that may affect their child's wellbeing.
- Parents understand that the school's behaviour policy applies to time spent in the Afterschool Club.
- Parents/carers must ensure that school are notified of any changes of address and telephone numbers, health conditions and any other changes that may affect their child.
- All parents/carers have read and understood the Afterschool Club policy.