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# Neyland Community Primary School

## After School Club Policy 2025-26

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### Purpose of the policy

- To describe how the school delivers an After School Club service which is affordable, sustainable and of quality.

### Aims

Through our After School Club we intend to:

- Provide opportunities for fun, enjoyment and learning through a range of activities.
- Encourage children to develop friendships between age groups and work together cooperatively.

### Hours

- After School Club runs during term time Mon-Thurs, starting at the end of the school day, from 3.30pm and closing at 5:00pm.
- All spaces are subject to availability based on ratios.
- Places are allocated on a first come first serve basis.
- Children can be collected at any time during the hours the club runs.
- The club is open to all children from Reception (once full time) to Year 6.
- Reception & KS1 children will be escorted to the club at the end of the school day.
- KS2 children will make their own way to the club at the end of the school day, unless there is a need for an adult to accompany them.

### Booking procedures and payment of fees

- Registration forms, available from the school office, must be completed prior to a child starting.
- Sessions cost £10.00 per child.
- Emergency contacts must be given before a child can attend the club.

- To ensure a place, the required day(s) must be reserved and paid for and there will be no refunds for non-attendees. See below for exceptions to this.
- Fees should be paid within 5 days of invoice date.
- Places need to be booked through Parent Mail in advance.
- One-off slots can be booked, if space is available, with at least one full week's notice.
- Confirmation of a place will be given verbally.
- Cancellation of a booking will require notice before 12pm on the day of cancellation.
- Fees must be paid through bank transfer, cash or cheque.
- If a parent is experiencing difficulty with payment of their fees, they should contact a member of the leadership team as soon as possible.
- In the unlikely event that there is debt against the school, the place will not be given or will be cancelled until all fees have been paid. The place may be reinstated once all outstanding debts have been cleared, in agreement with a member of the senior leadership team, and subject to availability.

### Absence

- If your child does not attend a session the full amount will still be charged. If your child is not in school due to illness you will not be charged or if you have cancelled within the agreed cut off point.

### Venue

- After School Club is based in its own dedicated area, The Community Room. Different activities may be carried out in other locations within the school premises.

### Register and Collecting

- A register of children who attend After School Club is taken at the start of each session. This register is filed in the After School Club folder which is kept in the Community Room store cupboard.

- Parents will collect their child(ren) from the school Reception by using the ASC buzzer, located on the wall just inside the entrance. A member of staff will escort the children to the door.
- Staff will record the time each child is collected.
- If a parent is unable to collect their child as arranged, they must call the school immediately.
- If someone else will be collecting a child, the ASC or office staff must be informed by telephone.

### Late collection

- If a child has not been collected by the end of the session, parents will be contacted in the first instance by telephone. The additional contacts parents have been provided will be telephoned.
- If a child is picked up late a charge of £10 will be made for every 15 minutes beyond the collection time.
- In the event a parent/carer or any other permitted person has failed to collect a child then the Registered person must inform the Local Authority Duty Social Worker of the situation without delay. It will be up to the Duty Social Worker to take charge of the situation, decide what happens next and whether the police need to be involved in helping trace the parent/carer of the child.

### Snacks

- A light snack is provided each afternoon. It is simply to tide the children over until they receive their family meal at home.
- Fresh drinking water is available to the children at all times. Squash is provided during snack time.

### Activities/ Provision

- A range of activities are planned each session for the children in After School Club. These may include role-play, creative, reading, cooking, learning & discovery, outdoor activities, movies as well as an opportunity to complete homework.

- The age of the children are considered when planning activities to ensure they are appropriate.

## Behaviour

- In order to maintain acceptable levels of behaviour, the Club will follow all strategies that are laid out in the Behaviour Policy. At all times, we promote positivity, praise and a caring environment where the children are encouraged to help and support each other.



Neyland Community Primary School

## Behaviour Blueprint

### Adult Behaviour

- Calm, consistent and fair
- Give first attention to best conduct
- Relentlessly bothered
- Meet and greet with a smile and a hand shake
- Recognise over and above

### Three Rules

Ready  
Respectful  
Safe

### Above and Beyond Recognition

- Praise
- Postcards
- Phone call home
- Recognition board/display
- Hot Choc Friday
- Stars 'on the spot'
- Assembly

## Health & Safety

- Staff must follow the Health and Safety, E-Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- The procedures to follow in the event of a fire or evacuation are detailed in the Fire Procedures folder for After School Club.
- All staff must make themselves familiar with the above documents.
- In case of emergency (such as medical or missing child) a member of the Senior Leadership Team will be informed immediately, and procedures followed.

## First Aid

- There must be a qualified first aider on site during sessions.
- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded in the After School Club's accident book and a medical form will be completed. The accident will be reported to the parent/carer when collecting their child.
- Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- All staff must be made aware of the children who have Individual Health Care Plans and what they contain.

## Staffing

- All staff will adhere to the Staff Code of Conduct and all school policies.
- The maximum number of children will not exceed a ratio of 1 adult to 8 children (1:8) where possible.
- All After School club staff are DBS checked. All staff must be familiar with the Child Protection and Safeguarding Policy and related documents and be clear about how to deal with safeguarding concerns.
- Staffing arrangements are considered to meet the needs of children who have additional needs.
- The club will be led by a Level 3 or equivalent, or higher qualified member of staff. In the event of the Leader being absent, an experienced member of staff will lead the club and a senior member of staff will remain present on the school site.

Article 31 of the UNCRC (United Nations Convention on the Rights of the Child) affirms every child's fundamental right to rest, leisure, age-appropriate play, recreation, and free participation in cultural and artistic life, obligating governments to respect and promote these activities by ensuring equal opportunities for all children to engage in them, recognising play as vital for health, well-being, and development.

Policy reviewed: Every 3 years or when applicable