



After School Club Policy

Date Approved	December 2022 (reviewed September 2023)
Date of Next Review	September 2024
Policy Owner	Head Teacher
Approved by	Full Governing Body

The After School Club exists to provide after school care for children during term time.

WHO CAN ATTEND AND WHEN?

- The club is open to Nursery to Year 6 children who attend Prior's Mill CE Primary School.
- The club operates between 3pm – 5.30pm during term time.
- All places are subject to availability. The current maximum number of places available is 30.
- All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy **before** their child attends.

COSTS, BOOKING AND PAYMENT

- The cost of the club is £5 per child. This includes the cost of a snack (although children may prefer to attend without taking a snack) and the costs of staffing the club.
- All bookings and payment are made via the **School Gateway App**. Bookings cannot be made directly with the school office and no cash payments can be taken.
- Payment is taken at the point of booking. Places are allocated on a first come, first served basis. Once daily capacity has been reached, no more bookings will be taken.
- Payment is refunded in the event that parents cancel the booking via the Gateway.

ARRIVAL

- Children are escorted by school staff to the KS2 hall once the school day ends at 3pm where a register will be taken by After School Club staff.
- Children may leave at any point up to 5.30pm, the cost is always £5. They must be collected by an adult and signed out.

EMERGENCIES

- In the event of an emergency and when the school office is closed (4pm Mon-Thurs and 3.30pm on Fri), please call 07519455477 to speak to a member of staff.

FOOD

Each child will be offered the following:

- Fruit and yoghurt
- A biscuit
- Drink – typical choice offered: orange, milk and water

Food is served until 3.30pm.

DIETARY NEEDS AND MEDICAL CONDITIONS

- It is the parent's responsibility to disclose any special dietary needs or medical conditions on the agreement form.
- Children are not permitted to bring their own food to After School Club.

DEPARTURE

- Parents ring the doorbell where an adult will escort them into the KS2 hall to collect their child and will be signed out.

ACTIVITIES

- Children must not bring their own toys, electronic devices, games or any items of value onto the site. We are unable to accept responsibility for such items.
- Children in Year 5 or 6 who bring a mobile phone to school and hand it to the class teacher on the morning, must collect it from the after-school club lead on their way to their way out.

BEHAVIOUR

- Children are expected to follow our school ethos and rules.

FIRST AID

- The school first aid and administration of medication policy applies at all times.

WITHDRAWING THE OFFER OF A PLACE

The Headteacher reserves the right to withdraw an offer of a place in the following circumstances:

- Unacceptable behaviour resulting in distress or disruption to children or adults running the club.
- Where payment is not made and arrears are accumulating, the Headteacher reserves the right to cancel the booking with immediate effect.

PRIOR'S MILL CE PRIMARY SCHOOL

After School Club Agreement	
Child's Name:	Class:
Name of any siblings who attend After School Club:	
Any special dietary requirements?	
Any medical needs?	
Any other information relevant to After School Club?	
I have read and accept the conditions outlined on the After School Club Policy.	
Signed:	
Print Name:	Date: