



Barrowby Church of England Primary School

After School Club Policy

1. Introduction

- 1.1 At Barrowby CE Primary School we aim to provide a secure, welcoming, After School Club so that children: improve their social skills, are physically active, eat a healthy nutritious snack and are well-looked after until they go home.
- 1.2 The After-School Club operates term time only (excluding inset days) from:
 - 3:15pm – 6:00pm

2. Objectives

- 2.1 To provide a welcoming, safe, secure environment for pupils at the end of the school day.
- 2.3 To develop the children's social skills.
- 2.4 To encourage the children to lead healthy and active lifestyles-to be physically active.

3. Admissions

- 3.1 Only children attending Barrowby CE Primary School are eligible to attend the After-School Club sessions.
- 3.2 All places are subject to availability and are allocated on a first come first served basis.

4 Staffing

- 4.1 Our Old School Room After-School Club Staff must be prepared for the entrance of children into the Old School Room at 3.15pm.
- 4.2 A register will be taken as children enter to provide a record of attendance each day.
- 4.3 The After-School Club Staff will be responsible for planning the program of activities.
- 4.4 It is expected that the Behaviour Policy of the school will be consistently applied by all staff.
- 4.5 At least one member of the team will hold a Pediatric First Aid qualification as well as food hygiene certification.

5. Staff Absence and Emergencies

5.1 If a member of staff is absent, it is expected that the procedures for reporting absence will be followed.

5.1 Any planned absence must have been requested and agreed with the Head Teacher.

6 Booking Arrangements

6.1 Parents must make their booking and payment in advance using ParentmailPMX.

6.1 All bookings and fees are to be paid by 10.00am on the Wednesday each week prior to the week they are attending.

6.2 Payment is due for all booked sessions.

6.3 The current fees are:

- After School Club 3.15 – 6.00 pm £9.00
- After School Club 3.15 – 4.45 pm £5.00

6.3.1 Late collection is charged at £3.80 per hour or part thereof for any child collected after either 4.30pm or 5.30pm.

6.3.2 Parents requiring ad hoc places are welcome to use the After-School Club provided if there are spaces. Parents must contact the school office to check availability and make a booking as well as have previously completed the parental agreement.

7 Use of Registers

7.1 Children are registered as they enter the After-School Club. In the unlikely event that a child turns up who is not on the register they are added, if there is availability and parents charged accordingly.

7.1 The After-School Club staff will retain the registers.

7.3 In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

8 Organisation

8.1 Our After-School Club is open to all children from Reception to Year 6 from 3.15 pm to 6.00 pm in the Old School Room.

8.2 Children attending the After-School Club will be sent to the gate where the After-School Club staff will meet them and accompany them to the Old School Room.

8.3 Pupils accompany the supervisors, to the Old School Room who help the younger children with their outer clothing and bags and register the children.

8.4 Children will then have the opportunity to participate in a range of purposeful and organised activities.

- 8.5 Expectations are clear and linked to the school's values e.g. Creativity, Respect and Independence: good table manners and quiet behaviour throughout.
- 8.6 Parents must call the school office if their child is going to be absent from any session using the usual absence reporting procedures but making it clear that it is absence from the After-School Club.
- 8.7 Parents are expected to collect pupils via the Old School Room entrance and ring the doorbell. This will alert the staff members to bring the child/ren to them.
- 8.8 Parents are expected to wait for their children at the outside door. Any deviation to this would be, for example if children were unsettled or unsure, in which case parents can enter the school's cloakroom, to support their child e.g. put their shoes on, collect their coats. Parents must not enter the Old School Room.
- 8.9 Children who are attending the later session of the After-School Club (after 4.30 pm) will be provided with a healthy light meal.
- 8.10 Any parents who are late collecting their child from the After-School Club will be charged the current rate for 1 hour.

9. Fire Procedure

- 9.1 Children should exit from the Old School Room through the nearest exit and assemble on the grass near the car park. The gate at the side of the school will be opened for them to then go to the assembly point on the playground.
- 9.2 All registers should be taken and the Fire Warden informed when the children have been checked off and are present.
- 9.3 When told by the Fire Warden that it is safe to return to the school building, the children should be escorted back to the Old School Room.

10 Activities

- 10.1 A range of activities will be provided to extend and develop children's skills. These will be differentiated in accordance with the age and interest levels of the children and may include jigsaws, reading materials, colouring, board or mat games for pairs or small groups. There may also be physical activities and links to leading a healthy lifestyle.

11 Environment

- 11.1 The safety and management of the environment is the responsibility of the After-School Club Staff. Any spillages etc. must be removed promptly. All equipment must be cleared away at the end of the session, including mops/brushes so that the Old School Room can be used for alternative purposes.

12 Inappropriate Behaviour by Children

- 12.1 Individual incidents of inappropriate behaviour by children will be dealt with by After School Club Staff using the school's Behaviour Policy.
- 12.2 Any repeated unacceptable behaviour will be documented and submitted to appropriate school staff so that a course of action can be determined.

12.3 The Headteacher has the discretion to not allow a child to attend the After-School Club if inappropriate behavior persists.

13 Related Whole School Policies:

13.1 After school Care is an extension of the school, so all school policies apply to the running of this provision.

Of particular note are:

- First Aid Policy
- School Safeguarding Policy
- Child Protection Policy
- Health and Safety Policy
- Supporting Children with Medical Conditions Policy
- Behaviour Policy
- Critical incident Policy
- Anti-bullying Policy

14 After School Club Policy Review

This policy is reviewed by the Head teacher, staff and Governors in accordance with Barrowby School's Policy and Review Cycle for approval by the Full Governing Body, annually.

Last reviewed: September 2025

Next review: September 2026



Barrowby Church of England Primary School
After School Club Parental Agreement

Name of Child:

I have read and accept a copy of the Barrowby CE Primary School After School Club Policy and agree to abide by the terms therein.

I accept that all sessions need to be booked in by 10.00 am on the Wednesday of the previous week; and paid for in advance via ParentmailPMX.

I accept that should my child's behaviour be unacceptable during the sessions, there is a possibility that my child may be excluded from the sessions (after a period of partnership work with the school).

I understand that if I arrive later than the paid for session to collect my child then I will incur an additional cost.

Parent/Carer Name _____

Parent/Carer Signature _____

Date _____

Signed _____ on behalf of Barrowby CE Primary School

Name _____

Date _____