

Stocks Lane Primary School

After School Club Policy



To be reviewed

March 2027

ASC – Policy and Procedures

Telephone: 01274 880569

Email: extended.day@stockslane.org

After School Club is open from 3.20pm – 6.00pm Monday to Friday during term time only.

Fees are £10.00 per session or £8.00 per session for sibling/s and those in receipt of Pupil Premium funding

Rationale

We are passionate that the pupils in our care are able to access exciting and fun activities, to ensure an engaging club where every child enjoys their time. We understand that pupils in our club have been at school all day and therefore we like to ensure the time they spend at the club is pupil led, taking their interests into account. Activities may include: arts, crafts, puzzles and board games, imaginative play, music, reading and help with homework. Children will have supervised access to the secure school playground and trim-tail during specific outdoor time.

Booking & Registration

Children must be registered for the club in advance, by completion of the ASC registration form. This is to enable adequate staffing in the club at all times and ensure capacity is not compromised. There will be a ratio of 1:9 (1 adult to 9 children). Once a booking request has been made the school office will confirm the booking as soon as possible. All sessions MUST be paid for regardless of whether your child attends or not. No reductions will be made for a child not attending for any reason including sickness, with the exception of school closures. In exceptional circumstances, extra bookings may be made through the office once availability has been confirmed. A service of ad hoc childcare can be provided in the case of an emergency if school is contacted by 12pm and there is availability on that occasion.

After school activity clubs (multi-skills, gymnastics, science, art, french, rounders etc) are in addition to the ASC. If your child is registered at ASC and they wish to join an activity club on the same day they will be charged for both clubs. If your child is attending an activity club which finishes at 4.15pm, and it is a usual registered day at ASC they may then attend ASC until usual collection time as specified on registration form.

Snack

We provide a nutritious snack, light bite meal such as jacket potato with a choice of fillings, sandwiches, pasta, pitta pizza or beans on toast. Children may bring a water bottle which they can re-fill as needed, juice and water will be provided with snack.

Departures

Parents will need to choose a collection time of 4.00pm, 4.30pm, 5.00pm, 5.30pm or 6.00pm at the time of registration. Collection will be from the Library fire door with ramp access in the staff car park. If you need to change the time this can be done on the day of collection before 3.15pm and must be emailed to:

extended.day@stockslane.org

Our policy is to allow the first 5 minutes after 6pm late but any arrival after 6.05pm will be subject to a flat rate charge of £5 per child unless you inform us of your delay.

We need to be informed in writing on your registration form of all persons who are likely to collect your child. All children must be collected by an authorised adult, the person collecting must be named on the child's ASC registration form. If for any reason you/the designated adult are unable to collect your child from the club, you must telephone or email school to notify of who will collect. You will be asked to provide a description of the person and a password for them to use. Children under 16 years of age are not allowed to collect the children.

Safeguarding

All staff members are aware of the need for confidentiality and receive annual training on safeguarding/child protection, this includes confidentiality. All staff members understand the school's safeguarding systems and their responsibilities, and can identify signs of possible abuse or neglect. Staff will follow schools existing procedure for reporting concerns.

Health & Safety

Staff will remind children each half term about:

- Procedures in case of fire
- Rules and expectations for moving around school – particularly arrangements for going to the toilet
- Expectations of behaviour

First Aid

The club has access to first aid, all accidents will be recorded in the accident book and reported to the parent/carers upon collection. In the event of a child falling ill or having an accident, normal school procedures will be followed and parents will be contacted as soon as possible.

Behaviour Management

Our rules are to respect ourselves, each other, the resources and our environment. Children will be given two chances to change unacceptable behaviour then Mrs Neal will be notified and speak to the children. Good behaviour may earn dojos where children's teachers will be notified to be included in their classroom reward system. The school's positive behaviour policy will be followed.

Payment

Sessions will be calculated and will be raised on ParentPay every calendar month and must be paid in full in advance of each month not in instalments. Unfortunately, we are unable to make reductions due to non-attendance e.g. holidays or illness. However, we will refund if we are closed for snow days and residential trips when the children remain in the care of school.

Method of payment is by ParentPay or childcare vouchers. Inability to pay by either method will hinder our ability to provide a place. We require a written month's notice if your child no longer requires their place.

We reserve the right to withdraw a child's place at the club if fees are not paid promptly, or where there has been a breach of this contract or any other policy/procedure which is in place at the club, such as unacceptable behaviour. Any decision to withdraw a place will be made by Mrs Neal and parents will be notified in writing of this decision.

Feedback

To ensure we continue to offer high quality provision through our wrap around care, we may, at times encourage parents to complete short survey forms, these will be sent via text on a google forms. If parents are concerned about any aspect of wrap-around care, they should in the first instance contact Mrs Kimberley – School Business Manager.

March 2026

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Signed:

Chair of Governors:..... Date:.....

Headteacher:.....Date:.....