Before and After School Club Policy

Autumn Term 2026

Aims

The Before and After School Club exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment. The club is led and organised by Mrs Relph with support from other school staff.

Elloughton Primary School has a Childcare Online Booking System for parents to register and book sessions. Sessions are currently priced as below:

Sessions	Online Booking
AM sessions (7:30am – 8:40am) includes a healthy breakfast served between 7:45am-8:15am	**£4.50 per child**
PM sessions (3:15pm – 6:00pm Monday to Thursday and 5:30pm Friday) includes a light teatime meal	**£9.00 per child**
PM sessions (3:15pm – 4:30pm) includes a tasty snack. Collections after 4:30pm will be charged for the 3:15pm – 6:00pm session	**£4.50 per child**
PM sessions following after school activity clubs (4:30pm – 6:00pm Monday to Thursday and 5:30pm Friday) includes a light teatime meal	**£5.00 per child**
Late charge after 6:00pm or 5:30pm on Friday	**£15.00 per child per 15 minutes**
Attendance without prior booking (subject to session numbers)	**£15.00 per child per un-booked session.**

The Before School Club operates from 7.30am – 8.40am during term time.
The After School Club operates from 3.15pm - 6.00pm during term time Monday to Thursday.

On Friday the club closes at 5.30pm.

Admissions

Only children attending Elloughton Primary School, including the nursery, are eligible to attend our Before and After School Club. All places are subject to availability. The registration process, which includes our Terms and Conditions, must be completed via the Childcare online Booking system, to enable parents to book their child into the club. Being on the school roll gives eligibility but not a right to attend the club.

Arrival and departure

Before School Club

Parents/Carers are required to bring their child directly to the club which is held in the school hall and sign them in. Parents should enter the club via the external hall entrance. The staff will be alerted to your arrival when you press the doorbell situated on the right of the door.

Children will be accompanied to their classroom at 8.40am by the staff at the club.

After School Club

Children in Nursery, Reception, Year 1 and 2 are escorted to the club at the end of the school day.

Children in Years 3, 4, 5 and 6 make their way directly to the hall to be greeted by a member of the club staff.

The club staff take a register of all children and will liaise with the class teacher/admin team to determine any reason why a child is not accounted for.

Departure

When a child is collected at the end of, or during a session, they must be signed out, along with the time of collection, by a parent/carer or named collector on the online booking system.

Parents/carers must ensure that any person who may collect their child is listed on the electronic booking system and that it is kept fully up to date. In exceptional circumstances parents/carers should notify the school if a different person, not listed, will be collecting their child.

A password system is in operation, whereby parents will advise a particular word which the person collecting the child must quote upon arrival.

Daily routine

Morning session
Before School Club is situated in the hall where a range of activities are set out. Children are given the opportunity to complete home learning e.g. reading, Doodlemaths, Times table Rockstars, Spelling Shed with supervised access to an iPad/and/or Chromebook.

On arrival children wishing to have breakfast wash their hands ready to enjoy a self-serve breakfast.

- 7.45 a.m. - **8.25 a.m.** Breakfast is on offer
- 8.35 a.m. - Tidy up time to encourage the children to take responsibility for the items within the club.
- 8.40 a.m. - After collecting their coats and bags children go to their appropriate classroom in preparation for the start of the school day.

After school club
After school sessions children can choose from a range of play and planned activities when indoors and outdoors. Children are given the opportunity to complete home learning e.g. Doodlemaths, Times table Rockstars, Spelling Shed with supervised access to an iPad and/or Chromebook.

- 3:15 p.m. - 3.20 p.m. All other children gather in the hall for registration and offered a snack e.g. fruit
- 4.30 p.m. - End of initial session
- 4.45 p.m. - Light tea is served
- 5.45 p.m. (Mon - Thurs) & 5.15 p.m. (Fri) - Tidy up time to encourage the children to take responsibility for items within the club
- 6.00 p.m. (Mon - Thurs) & 5.30 p.m. (Fri)- Club closes

N.B. The school playground gates (front & rear) will be locked by 3.30 p.m. once all parents/carers & children being collected from school, and not attending After School Club or activity clubs, have left the site. The After School Club children will only be taken out to play once the gates are locked.

Behaviour

The club is subject to the same school expectations with regards to behaviour. Any concerns about a child's behaviour whilst in the club will be discussed with parents/carers.

The following additional points should be noted however:

- Parents will be informed if there are concerns regarding their child's behaviour in the first instance.

- If necessary, concerns will also be discussed with the headteacher.

- Pupils who continue to misbehave will receive a written warning if the behaviour is deemed to be impacting on the safety and welfare of other pupils and/or staff.

- Reasonable adjustments will be made to support the child.

- Unfortunately, if the behaviour persists, they may not be able to attend the club for the remainder of the half term.

SEND

Attendance is not a statutory requirement. As a school we will always consider the needs of each individual child. In discussion with the parents, we will make reasonable adjustments to allow a child to access the provision and have due regard to the Equality Act 2010.

The Before and After School Club needs to ensure that the child's needs are met through the provision and staffing ratios. Any concerns will be discussed with parents. If the school doesn't feel they can provide the correct provision at the club to support the child's safety and welfare following reasonable adjustments the club has the right to withdraw a child's place under safeguarding requirements.

Illness/First Aid

The school First Aid and Administration of Medicines policies apply at all times. Parents of any child who becomes unwell, or sustains an injury, during the club will be contacted immediately. If a child is sent home during school hours, it is the parent's responsibility to cancel the session on the childcare booking system.

Missing children

Missing children

In the event that a child goes missing whilst attending the club, the following procedure will be undertaken:

● Senior school staff will be informed of the missing child and assist in looking for the child

● Club supervisor will search the inside of the building and delegate staff to undertake an outside search of the building and the immediate area.

In this rare event parents will be informed of any such incidents.

Uncollected children

If a child has not been collected by 6.00pm (Monday - Thursday) and 5.30 p.m. (on Friday) parents will be contacted in the first instance by telephone. The additional contacts, which parents have provided, will then be telephoned. Late collection charges will be applied. If these contacts remain unavailable after approximately 30 mins, the police and Social Care will be informed.

After 6.00 p.m. (Mon - Thurs) & 5.30p.m. (Fri) a late charge of £15, per child, for every 15 minutes will be levied for collection beyond the finish time. This charge must be paid within the calendar month.

When a child who has been booked into the club until 4.30 p.m. is collected after this time, the parents will be charged for the full session.

Payment of sessions

All sessions are to be paid for in advance via the Childcare online Booking System. The link to access the booking system is located on the school website under the Parent tab, then by selecting Before and After School Club. If a parent is experiencing difficulty logging onto the system, they should contact the school office as soon as possible.

We accept payment via PayPal, childcare vouchers, or the government tax-free childcare scheme. A list of the vouchers we accept is on the booking system to view.

Parents will be informed when sessions have been released via school email and the school newsletter. Sessions will be allocated on a first-come, first-served basis. The current session capacity is 40 children per Breakfast Club session and 40 children per After School Club session.

Un-booked sessions and cancellations

Children cannot attend sessions without prior booking when the session is full. Where the session is not full, an additional charge of £15 will be levied for any child who attends without prior booking.

There will be no refunds for any sessions that are cancelled unless exceptional circumstances, e.g. A school activity or educational visit is organised after parents have booked sessions.

Refund of unused balances

Refunds will only be issued within the same financial year the payment has been made. In addition, payments made using childcare vouchers are also subject to the refund terms of the individual voucher provider.

Historical balances will not be refunded.

Adoption, Approval, Sign Off

Signed	**Mrs Fulstow**
On behalf of	Leadership & Management Committee
Date	Autumn Term 2026

Document Control

Title of document	**Before and After School Club Policy**
Revision number	**4**
Review frequency	Annually
Next review date	Autumn Term 2027
Type or status	Policy
Statutory?	Yes
Notes	Changes made from previous policy