

Healey Primary School



Before and After School Club Policy

Rationale

The safety of pupils is our priority whilst they are in our care at school. Healey Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We aim to provide equality of opportunity and a positive attitude to all pupils and staff.

Healey Primary School provides before and after school activities to cater for children who need wrap-around care. Our staff provide a range of indoor and outdoor activities when the weather and time of year allow.

Aims

The Before and After School clubs provide quality wrap-around care for pupils at Healey Primary School. It aims to:-

- Support working parents by providing before and after school child care from 7.30am until 8.50am and from 3.20pm until 5.30pm respectively.
- Offer the children breakfast each morning and a light snack at the end of the school day in a safe and friendly environment.

Booking and Payment

Parents who wish to use either of our clubs need to complete a registration form which is available from the school office. Once this has been completed parents must complete a booking form for their child to attend either club on the days they require.

The booking form system is used to determine the register of children attending before and after school each day. Once the register is full the club is at capacity and therefore unable admit any more children. School will notify parents by text if the club is full.

Staffing is calculated from the number of children who are registered to attend daily.

Therefore it is imperative that parents only book the days they know they definitely need. This is to ensure places in the club are not taken from other families who need them and that the club is not inadvertently overstaffed.

Should a place for a child be booked and the child does not attend on the session requested, payment for with-holding a place with still be charged.

We understand that plans change and would ask that school is informed of any booking changes 24 hours in advance. This will enable the place to be re-allocated and therefore result in no charge.

Charges for attending the club are processed on School Gateway App every Friday; parents are responsible for paying them promptly. We cannot allow debt to accumulate – in a situation where a bill has not been paid within one week, parents will be suspended from using the club until all payments have been received.

We accept childcare vouchers through your employer and government tax free childcare vouchers. Payment can also be made directly in the app a debit card.

Before School Procedures

Our Before School club operates between 7.30 am and 8.50am and the club is accessed via the main entrance to the school. The session costs £5.00.

MH July 2026

Cereal, toast and a drink is offered and a range of indoor activities are planned. At 8.50am children are dismissed from the club to their classrooms.

After School Procedures

Our After School Club operates between 3.20pm and 5.30pm and children are collected from the main entrance to the school. The session costs £7.00. The time the child leaves is recorded and parents sign the register to demonstrate safe collection and agreement of the time. In the event of an unknown adult collecting a child, parents will be contacted to check whether the adult has authorisation to collect the child or not. **Parents have the responsibility of letting school know if someone different will be collecting their child.**

In the event of a child being collected after 5.30pm a late charge will be applied (£10 standing charge then £10 per 10 mins thereafter); whatever the reason for the delay. In this instance we will attempt to contact the main carer and any other emergency contacts. At 5.45pm, if the child has still not been collected, the Headteacher will be informed and will make a decision whether to contact social services and/or the police.

Repeated late collection of a child from the club, after being notified by the staff, may result in the child be prevented access to the use of the club and the families access suspended.

After school children go to the dining area where a register is taken before the club starts. A range of activities are planned, including play outside when the weather is good enough.

Staff are responsible for:-

- Planning a varied programme of activities
- Maintaining a safe, caring and stimulating environment
- Ensuring high quality care
- Ensuring staff are experienced, committed and have the relevant training in first aid, food hygiene and child protection
- Providing an inclusive environment

Parents are responsible for:-

- Updating school with any new emergency contact numbers
- Collecting children before the end of the club at 5.30pm
- Ensuring staff are aware if a different adult will be collecting their child
- Paying bills promptly for the sessions used

First Aid

There is always a first aider present at our out of school clubs, and any incidents will be dealt with according to school policy.

Parents of any child who becomes unwell during any club will be contacted. If a child is sent home during school hours After School Club will be notified.

Missing or Uncollected Children

In the event that a child goes missing, or leaves the premises intentionally, the following procedure will be undertaken.

- Senior staff will be informed of the missing child
- Club staff will search the inside and outside of the building. If the child remains missing parents and the emergency services will be contacted

Exclusion from the Club

School policies, including Behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is

unacceptable for the safe and efficient running of the club, parents will be informed of this by a senior member of staff in the first instance and a warning will be given. Any additional unacceptable behaviour will result in the child being excluded from the club for a period of time deemed appropriate by senior leaders.

Related School Policies

Health and Safety Policy
Child Protection Policy
Whole School Food Policy
First Aid Policy