STANLEY PRIMARY SCHOOL

BEFORE AND AFTER SCHOOL CLUB POLICY

Approved by:	**Local Governing Board**	**Date: November 2025**
Last reviewed on:	**October 2026**	
Next review due by:	**October 2029**	

INTRODUCTION

Our Breakfast and After School Club provides high-quality childcare outside normal school hours in a safe, stimulating, and creative environment. The club runs during term time only, from **7:00 am to 8:30 am** in the morning and **3:15 pm to 6:00 pm** after school. Current session costs are available from the School Office or Club staff. This policy is shared with all parents and carers and published on the school website.

ADMISSIONS

The club is available exclusively to children attending Stanley Primary School. Places are subject to availability. Attendance is recorded daily in a register.

PAYMENT OF FEES

Fees must be paid in advance when booking sessions via Arbor. Sessions can be booked under four membership types, they are listed below:

Daily - this is where you can select individual days for your child to attend the club with no set routine e.g.) Monday one week, Wednesday the next week etc. You can also pay for single days here if you know you only need childcare on certain days at a time.

Daily Membership

- **What it means:** You pay for childcare or wraparound care one day at a time.
- **When it's useful:** Great for families who only need occasional care or want flexibility.
- **Example:** If your child stays for after-school club on Monday only, you pay for that day.

Weekly Membership

- **What it means:** You pay for a full week of wraparound care, following a set pattern of days each week.
- **When it's useful:** Ideal if your child will attend on the same days every week.
- **Example:** If your child goes to breakfast club and after-school club Monday to Friday every week, you pay for the whole week.

Termly Membership

- **What it means:** You pay for the entire school term upfront, following a consistent weekly pattern.

- **When it's useful:** Perfect for families who want consistency and don't want to worry about weekly payments.
- **Example:** If your child attends wraparound care every day for the Autumn term, you pay once for the whole term.

Yearly Membership

- **What it means:** You pay for the whole school year in one go, following the same pattern of days throughout the year.
- **When it's useful:** Best for families who want to secure a place for the entire year and simplify payments.
- **Example:** If your child attends wraparound care every day all year, you pay once for the full year.

Payment is required for all sessions, even if your child does not attend. Bookings can only be made if your Arbor account has a positive balance and enough funds to cover the cost of the before and after school club cost that you are booking. The booking parent is responsible for all fees. If you experience payment difficulties, please contact the school office promptly. Four weeks' notice is required to reduce sessions or cancel your child's place.

We accept Tax Free Childcare Vouchers, Computer Share Scheme Vouchers, The Childcare Grant Scheme and are registered for parents/carers to claim back a percentage of the funds paid via Universal Credit.

DAILY ROUTINE

Morning Session

- 7:00 am – 8:00 am: Activities in the dining hall.
- 8:00 am: Breakfast is served.
- 8:20 am: Tidy-up time.
- 8:30 am: Children are escorted to classrooms/playgrounds.

Afternoon Session

- 3:15 pm – 3:30 pm: Children arrive at the club.
- 3:30 pm – 4:00 pm: Snack time followed by indoor and outdoor activities.

ARRIVAL AND DEPARTURE

Parents/carers must sign children in and out. Drop-off is via the dining hall entrance; please ring the doorbell for access. Collectors must be know the password associated with the child

they are collecting, and all children must have 3 emergency contacts noted on Arbor. Older siblings may drop off or collect children from the wraparound club, provided they are of high school age or above. For safeguarding purposes, the school must receive written consent from the parent or carer via email before this arrangement can begin. It is the parent's responsibility to ensure the sibling understands their role and that the handover is completed safely. Please notify staff if your child will be absent or collected by someone outside of the 3 contacts listed on Arbor. Club staff can be contacted on the School Club mobile phone via 07400130390 during 7.00am-8.30am and 3.15pm-6.00pm.

BEHAVIOUR

Children are expected to:

- Use socially acceptable behaviour.
- Respect others and embrace diversity.
- Participate in activities and ask for help when needed.

Positive behaviour is encouraged through role modelling, praise, stickers, parent/carer updates, and school awards. Inappropriate behaviour will be managed calmly, with removal from activities if necessary, explanation, mediation, and parent consultation. Persistent issues may lead to your child not being attend the club in future.

Pupil mobile phones are not permitted at club and should remain in their school bags.

SAFEGUARDING & CHILD PROTECTION

The club follows the school's Safeguarding Policy. All staff are DBS checked and trained. Any concerns are reported to the Designated Safeguarding Lead (DSL) – Miss Manson.

HEALTH AND SAFETY

We adhere to the school's Health and Safety Policy. Fire procedures are displayed, and staff are trained. Parents must inform staff of any medical conditions and provide written consent for medication.

FIRST AID

All accidents are recorded on Medical Tracker and reported to parents. Qualified first aiders handle incidents. The qualified first aiders in the club are Mrs Smith, Mrs Norman, Miss Brookes, Miss Kelly and Miss Dyson. Parents/carers will be contacted if a child becomes unwell.

FOOD AND ALLERGIES

We provide healthy snacks and breakfast, these items can change weekly but examples of these items are cereal, crackers, fruit, wraps. Parents/carers must inform staff of any allergies or dietary needs via Arbor. Food preparation follows hygiene and allergy protocols.

MISSING OR UNCOLLECTED CHILDREN

If a child is missing, senior staff will be informed, searches will be conducted, and emergency services contacted if necessary. If a child is uncollected, parents will be contacted, followed by emergency contacts. After one hour, the police and Social Services will be informed. A late collection fee of **£1 per minute after 6:00 pm** applies.

EQUAL OPPORTUNITIES AND INCLUSION

The club promotes equality and inclusion. Reasonable adjustments are made for children with SEND.

Where parents/carers require the services of the Breakfast and/or After-School Club and their child has an Educational and Health Care Plan (EHCP), then the provision must be discussed first with the Special Educational Needs and Disabilities Coordinator (SENDCo) or a member of the Senior Leadership Team (SLT). This is because the school may need to make reasonable adjustments to the provision in order to accommodate a child with an EHCP.

COMPLAINTS PROCEDURE

If you have concerns, please speak to the Club Supervisor first. If the issue is not resolved, follow the school's Complaints Policy.

EMERGENCY CONTACT AND MEDICAL CONSENT

Parents must keep Arbor details accurate and ensure there are 3 emergency contacts listed. Consent includes permission for emergency medical treatment. Medication will be store in the School Club's designated fridge and inhalers are stored in the relevant classrooms with spare emergency inhalers in the school office.

DATA PROTECTION

Personal data is processed securely under GDPR and the school's Data Protection Policy.

STAFFING AND RATIOS

Staff-to-child ratios meet statutory requirements and for EYFS children the ratio is 1:8. All staff hold relevant qualifications and receive regular training. Any visitors supporting the club will follow the school's Visitor Policy and adhere to safeguarding procedures.

CONTINGENCY FOR CLUB CLOSURE

In emergencies (such as severe weather, staff shortages, utility failure etc), the club may close. Parents/carers will be notified via email.

CONTACT

To contact the Before and After School Club in emergencies between 7.00am - 8.30am and 3.15pm – 6.00pm please call the emergency mobile number on 07400130390 or you can email wraparound@stanley.seteducation.org.uk