



**MANLEY PARK**  
PRIMARY SCHOOL  
GROWING TOGETHER

# After School Club Policy

Document Control	
Title	After School Club Policy
Date	June 2022
Supersedes	June 2021
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Approved by Governing Body	July 2022
Date Adopted by School	July 2022
Review Date	May 2023

**Aims:**

- To provide an affordable, after school childcare facility for Parents/Carers.
- To provide a welcoming, safe and secure environment for pupils at the end of the school day.
- To provide children with a drink and a nutritious light snack in a pleasant, calm and relaxed environment.
- To provide a wide range of structured play activities, enabling children to engage and learn with children from other year groups.

**Our After School Club is situated on our two sites:****EYFS - Nursery & Reception Children**

The club is based in the Reception unit on the Infant site. The club is run by 3 or 4 members of school staff, depending on numbers in attendance.

**KS1 – Year 1 and Year 2 Children**

The club is based in the Hall, Year 1 Classroom and Outdoor Learning Area or York Lodge on the Infant site. The club is run by 2 or 3 members of school staff, depending on numbers in attendance.

**KS2 – Year 3 to Year 6 Children**

The club is based in Crimsworth and Crimsworth Grounds Area. The club is run by 2 or 3 members of school staff, depending on numbers in attendance.

**Organisation:**

- The overall running of the After School Club is overseen by the Senior Deputy Headteacher. Day-to-day running of the club is the responsibility of the senior member of the school staff in charge on the day.
- After School Club is open straight after school and takes place at the above sites.
- The club is available for pupils from Nursery to Year 6.
- Each child's details, medical conditions, parent/carer contact details and additional emergency contact information are kept on the schools Management Information System (SIMS).
- School staff register children as they arrive and the register is kept in the school

**Safeguarding:**

- In accordance with Keeping Children Safe in Education, all staff involved in the running of the After School Club will have current enhanced DBS clearance.
- These records are held by the school office. After School Club staff will follow existing school policies and procedures for child protection and the code of conduct.
- Where ICT equipment is used, they must follow the schools e-safety policies and regulations.

**Behaviour:**

After School Club is run by the school and the existing Behaviour Policy will be followed.

**Health & Safety:**

After School Club is run by the school and the existing Health & Safety policies will be followed.

**Applications:**

All applications for After School Club places for the full academic year must be requested via the application link provided by the school by the specified deadline. This will be communicated via Parent Hub and Tapestry for current Parents/Carers and via email for new Parents/Carers. No other form of application will be accepted. If Parents/Carers do not have access to the technology required to do this, please contact the infant school office and they will complete the application on your behalf. As a duty of care in ensuring debts are not further increased, we will not be able to accept applications from Parents/Carers who have outstanding debts for After School Club from the previous academic year until these arrears have been settled. Any Parents/Carers who are experiencing difficulty in settling their arrears due to financial hardship are encouraged to contact the School Business Manager.

Once a place has been allocated, Parents/Carers will be asked to sign and return a copy of the After School Club contract by the specified deadline date. Upon receipt of the signed contract, a date will be arranged for the child/ren's first session at the club. Failure to return the signed contract by the specified deadline date will result in the place being withdrawn and it will be offered to the next person on the waiting list.

**Waiting List:**

If following an application, there are no places available for the days required the child/ren's name will be placed on the waiting list. Places will be allocated on a 'first come, first served' basis. When a vacancy becomes available, the place will be offered to the child highest on the waiting list.

### **Fees:**

The After School Club fees will be set by the school and will be reviewed annually.

- The fee for each after school session from the end of the school day (3:10pm for Nursery) until 5:30pm is currently **£9.00** per child per session.
- A drink and light snack will be provided. A meal **will not** be provided.
- All booked sessions **MUST** be paid for.
- Payment of fees **MUST** be paid in advance on a **four weekly** basis via Parent Pay or Childcare Vouchers.
- All payments are non-refundable and unauthorised absences from school and holidays taken within term time **must be paid for**.
- A reduction of 50% for staff members whose children attend After School Club has been set. This is on the basis that a space is available.
- Any 'one off' meetings that staff needed to attend would not incur a charge for After School Club. These would not be regular meetings e.g. Monday staff meetings but instead unusual meetings that were called by the school.

### **Late Payment:**

- If fees are not paid on time, Parents/Carers will be notified in writing, requesting payment to be made.
- In line with the school's Debt Policy, the school reserves the right to issue a formal warning to the Parents/Carers and inform them that continued late payment or non-payment will result in the child/ren's place(s) being forfeited. In such circumstance, the debt will remain payable.

### **Late Collection:**

Please notify us as soon as possible if a situation arises where you are running late by telephoning either the Early Years Team on **07394 558201** or **07394 558202**, York Lodge on **0161 8607190** or Crimsworth on **0161 8606102**.

- Late collection will incur an additional fee of **£5.00** for every 15 minutes or part thereof after 5:30pm.
- All late collections will be logged and appropriate charges will be added to the payment for the following month.
- The Children's Services Department will be contacted if Parents/Carers cannot be reached after 30 minutes of lateness (6:00pm).

**Withdrawal of the Place:**

In the following circumstances, the school reserves the right to withdraw the place at the After School Club:

- Non-payment of fees on a regular basis
- Any behaviour that is a serious disregard for the school values will lead to one verbal warning to the family informing them of the behaviour, followed by a written warning. If there is no improvement in behaviour following these warnings, then the place will be withdrawn and any outstanding fees for the term will remain payable.
- Persistent late collection (after 4 instances of lateness)

**Cancellation of a Place:**

Four weeks' notice must be given to the school in writing if a regular place is no longer required at the club.