

Hazel Slade Primary Academy



‘The Hub’ Before and After School Club Policy

Contents

1. Introduction	4
2. Breakfast Club	4
3. After School Club	4
4. Bookings	4
5. First Aid.....	5
6. Behaviour.....	5
7. Uncollected Children.....	5
8. Staffing and Supervision	5
9. Attendance.....	5
10. Payments of Fees	6
11. Risk Assessment	6
12. Policies	6
13. Monitoring & Evaluation.....	6
Appendix 1 – Contract.....	7

1. Introduction

Before and After School Club is run by Hazel Slade Primary Academy and their staff aimed at providing high quality, affordable wrap around care for working parents. It is an extended school activity designed to allow children to be in school before the school day begins and after it finishes, Monday to Friday during term time only. Children are offered a choice of food and drink at both breakfast time and after school. They are encouraged to be independent and to make decisions for themselves about their choice of food, drink and informal activity. We also encourage the children to develop social skills through play together as a whole group or and in small group tabletop activities.

All parents must sign an agreement to adhere to the terms of this policy (see Appendix 1 – Contract with Parents/Carers).

2. Breakfast Club

- The current charge for Breakfast Club is **£4.50** per session.
- The club is open from 7.45am and parents are required to bring their child directly to the club, hand them over to a member of staff and sign them in. Parents should enter the club through the small gate and across the playground to the hall where the club takes place.
- At 8.45am children from KS2 can go to their classrooms ready for the start of the day
- At this time, children from KS1 and Foundation stage are taken directly to their classroom and handed over to their teacher.
- The child's details, relevant medical conditions, allergies and parents contact numbers are kept in the register, in the same way as main school.
- It is the responsibility of the parents to ensure that the office is informed of contact changes.

3. After School Club

- The current charge for After School Club is **£9.00** per session.
- The club is open from 3.15pm and all children will be collected from their classroom area by a staff member and escorted to the area where the children will be registered.
- A snack and a drink will be offered to the children, and they will then be able to choose an activity.
- The child's details, relevant medical conditions, allergies and parents contact number are kept in the register, in the same way as main school.
- It is the responsibility of the parents to ensure that the office is informed of contact changes.
- Parents will need to authorise any additional carer to collect the children and staff must be able to identify who these people are. These details will be kept with the register and the child will only be handed to the person/persons on file.
- A member of staff will need to be informed when every child is collected, and parents will need to sign their child out.
- There is a direct number for the afterschool club to be used by parents in an emergency situation. Please dial 01543 227120 between the hours of 3.30pm and 6.00pm only.

In case of fire a staff member will take the register and the children to the rendezvous point on the playground.

4. Bookings

All bookings should be made in advance using the online form, a copy of which is available on the school website and Classlist. Last minute bookings can be made by contacting the school office.

5. First Aid

- All accidents will be recorded using the school medical tracker app and an email notification sent to the nominated Parent/Carer.
- Accident recording and reporting will be in line with school's First Aid Policy.
- There will always be at least one qualified first aider at the club who will deal with all accidents.

6. Behaviour

- Children attending the Before and After School Club are expected to behave according to the expectations set out in the School Behaviour Policy.
- Children are expected to show a good standard of courtesy and behaviour at all times.
- If there are concerns with behaviour, then parents will be contacted.
- If any disruptive, rude or dangerous behaviour continues the club and Principal, have the right to exclude the child from the provision. This will be discussed with the parent beforehand and is only in exceptional circumstances.

7. Uncollected Children

- If a child has not been collected by 6pm or 4.30pm on Fridays parents will be contacted in the first instance by phone.
- If contact has not been made 6.30pm or 5pm on Fridays, the club will follow its Uncollected Children Policy and a First Response call will be made.
- A charge will be levied for late collection. A fee of £5.00 per 15 minutes per child will be applied.
- In exceptional circumstances, we do understand that you may be late picking up your child/children for reasons beyond your control. Should this be the case please ensure that you make contact with the school.

8. Staffing and Supervision

- The children are adequately supervised at all times in accordance with recommended ratios.
- There will be a minimum of two staff members on duty.
- All members of staff are DBS checked.
- Staff on duty will hold a current first aid certificate and at least one member of staff on duty will have completed a food hygiene course.

9. Attendance

- School will inform the club staff if a child is absent from school and will not be attending the club.
- We will try to be as flexible as possible to accommodate any working patterns of parents.
- We will offer adhoc childcare, provided places are available.
- All places can only be given once the completed Terms & Condition form has been submitted.
- If a child does not attend the club for more than 5 booked sessions concurrently, then their place will no longer be held, and parents/carers will need to re-apply for their place. The only exceptions to this would be absence that is planned or when there is sustained illness and the staff have been made aware.
- Any sessions that have been booked but not attended are still subject to charges.
- Notice must be given for any required changes to booked sessions and these can only be agreed based on availability.
- If a booking for the afternoon club is cancelled before 2:00pm on the day, no charge will be made. However, any cancellation on the day after 2:00pm will incur a £5.00 charge.

10. Payments of Fees

- It is a requirement of the club that parents pay their fees in advance of a child attending.
- Payments are to be made via ParentPay. This can be viewed on the main screen under 'payment for other items'.
- The parent completing the Terms & Conditions form is known as the 'contracting parent' and is responsible for the payment of all fees.
- Any parent experiencing difficulty with the payment of their fees should contact the Principal to discuss this. All conversations will be treated with complete confidence.
- A late payment reminder will be emailed on the last working day of the week to detail any payments due.
- If any fees are not paid for a period of one week the school office will issue a reminder via classlist.
- After a further week the school office will issue a final reminder, informing parents that the outstanding balance should be paid within 5 days. In the absence of payment being received your child will no longer be able to access 'The Hub' service.
- If payment in full is not received in 5 days, the child will lose their place at the club and formal contact will be made with the parents to recover the debt.

Please note that the school will follow this procedure rigorously, as unpaid fees put a strain on the financing of the club, and therefore cannot be allowed to accumulate.

11. Risk Assessment

A risk assessment has been carried out for the before and after school club.

12. Policies

The club is subject to the school's policies and procedures. Copies of all our policies are available from the school office on request.

13. Monitoring & Evaluation

This policy will be reviewed every two years.

Next Review July 2025



Hazel Slade Primary Academy

‘The Hub’ Before & After School Club Contract with Parents/Carers



Child's Name:	
<ul style="list-style-type: none"> • I consent for my child to attend the before and after school club at Hazel Slade Primary Academy (The Hub). I understand that The Hub has policies and procedures (which are available for reference) and that there are expectations and obligations relating to both the club and to myself and my child, and I agree to abide by them. • I understand that The Hub is a play setting and that whilst my child is at The Hub the school is legally responsible for him/her. • Once my child arrives at The Hub, he/she will be in the care of The Hub staff until collected and signed out by an authorised person. • My child will be provided with a snack and a drink whilst at The Hub unless otherwise requested. • I will notify The Hub before the start of the session if I am collecting my child from school on a day that he/she is booked to attend. I understand that I may be charged for the booked session. • I understand that The Hub after school club closes at 6.00pm Monday-Thursday and 4.30pm Friday. If, due to unforeseen circumstances, I am going to be late I will contact The Hub staff as soon as possible. • If I do not collect my child on time, I will pay a charge of £5.00 per 15 minutes to cover the cost of staff who are legally required to supervise my child. • If I do not collect my child by 6.30pm Monday-Thursday and 5.00pm Friday and The Hub has been unable to reach me or any of my emergency contacts, I understand that The Hub will follow its Uncollected Children Policy and contact First Response. • It is my responsibility to keep The Hub informed of any alterations to the information regarding my child (e.g. contact details, medical conditions etc). • I accept that my child may take part in messy activities whilst at The Hub and that I may provide appropriate clothing if I wish. • Whilst The Hub tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at The Hub. • If there are any accidents or incidents at The Hub, I will be informed. • If my child has an accident at The Hub, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, then a member of The Hub staff will sign any consent forms necessary for treatment on my behalf. • I understand that The Hub follows the school Behaviour Policy. Should my child fail to behave I understand that it may be necessary to exclude him/her and that I would still be charged for missed sessions. • Information held by The Hub regarding my child will be treated as confidential. In certain circumstances (e.g. if there were child protection concerns), I understand that the club has a legal duty to pass certain information on to other agencies including the Police, Social Care and Health Care professionals. The Hub is run by school staff and confidential information is shared with relevant school staff if required. • I understand that aggressive and abusive behaviour towards staff will not be tolerated. • I confirm that I have read and understood the terms and conditions in this document and as outlined in the Before and After School Policy and I agree to abide by them. 	
Parent/Carer's Name:	
Signature:	
Date:	