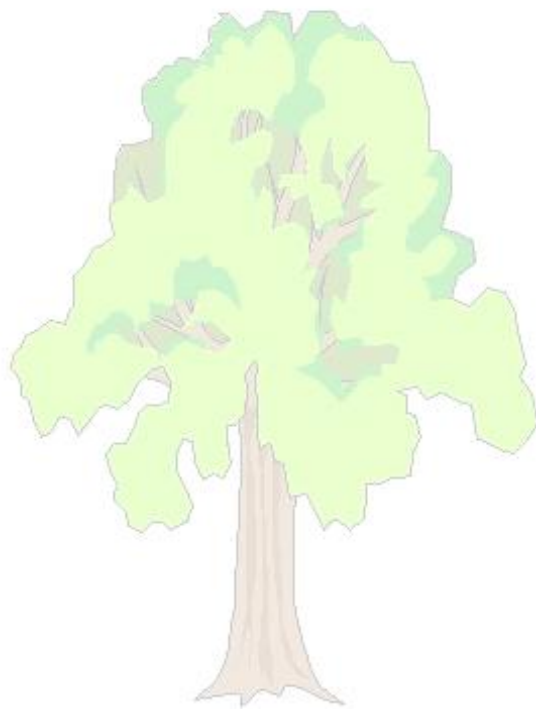


After School Club



Policy Date: September 2025

Review Date: September 2026

Author: Emily Sweeney

After school club

Senacre Wood Primary School After School club is operated by the school during term time only. The club is not open on INSET days or school holidays.

Staff:

- Mrs S Banister (EYFS TA and Paediatric First Aider)
- Mrs A Eversfield (EYFS TA and Paediatric First Aider)

Opening times:

The club runs from 3:15-5:15. Bookings need to be made in advance via the ParentPay App or by contacting the school office.

Current Fees:

The cost of this club is £8.50 per session, with additional siblings (at Senacre) being charged £8. If your child is at one of our after-school clubs, they will be brought to the hall at 4:15pm. The session cost would still remain £8.50. All payments via ParentPay need to be made by 9am each day.

If you are eligible for Free School Meals and you require childcare due to work commitments, please come and discuss payments with the school office.

Food:

The children will be provided with a light healthy snack at 4:30 every day. Examples of this might include: beans on toast, crumpets with a yoghurt and a piece of fruit.

General Structure of the club:

3:15pm: Children arrive/free play choice

3:30pm: Themed activity/use of school facilities including iPads/art resources/library/playground/field

4:30pm: Light snack provided

4:50-5:15pm: Choice of activities/free play

Behaviour:

We need to have rules at our After School Club to keep everyone safe, healthy and happy. Children are expected to behave in accordance with the School's Behaviour Policy.

If children do not follow the rules of After School Club, Mrs Sweeney will be informed, who will contact parents.

Late collection:

If a child is not collected at the end of the session, the school will use the following procedures:

1. The After-School Club session ends at 5:15pm and parents / carers should ensure that children are collected at or before this time.
2. If a parent / carer is running late, a call should be made to the school, giving details.
3. If a parent / carer is likely to be more than a few minutes late, it is their responsibility to contact another person to collect their child. The name of this person should be provided to the school.
4. If contact by an authorised person has not been made by 5:30pm, the school will follow our Child Protection Procedures in line with our school's Child Protection Policy. This procedure will only be followed with the authorisation of one of the school's Designated Safeguarding Leads.
5. Instances of late collection (after 5:30pm) will be logged, and if this happens on three occasions within a school year, the place will be withdrawn for the remainder of the term.
6. The following fees will be applied: a standard £20 per hour

