



## **BEFORE & AFTER SCHOOL CLUBS**

**Oakhill Primary School operates a before school breakfast club and afterschool care club on a daily basis. After school, there are also a range of clubs that children can attend which offer activities to supplement the curriculum as well as activities not necessarily provided through the normal curriculum.**

### **Policy Statement**

After school clubs promote further development of a child's education. Staff who run a club, and outside agencies, ensure that they follow the set procedures in this policy to offer the best learning experience outside of school hours.

We aim to offer these extra opportunities through provision delivered by school staff and external providers. Before and after school clubs follow the normal safeguarding policies used in school hours that are in place at Oakhill Primary School. (Please see safeguarding policy).

### **Policy Aims**

By encouraging extra-curricular activities, we intend to:

- enable children to experience different physical activities
- provide opportunities for fun and enjoyment through a range of activities
- extended learning through particular activity area
- encourage children to work together cooperatively and across age groups

### **Before School Breakfast Club**

The breakfast club runs every morning in the school hall and Treehouse. It is open between **7.30 – 8.40am**. Nursery and Reception children will use Treehouse and children in Y1-Y6 will use the school hall.

**There is a charge of £3.00 per day. Children can have breakfast at no additional cost. Some particularly vulnerable pupils are given free places to breakfast club using Pupil Premium funding – these places are allocated by the Pupil Support Team and Senior Leadership Team.**

Children arrive through the side hall door and are met by a member of staff. A register is taken. Children do not have to book ahead to attend the breakfast club but can opt in on a daily basis. They are offered a range of activities including table tennis, table football, table games, reading, drawing, craft activities and ICT.

The children are free to choose breakfast which comprises of cereal, toast, fruit, fruit juice and milk. At 8.40 children then proceed to their classes. There are five members of staff on duty each day. A member of the senior leadership team is also available each morning in case of emergency.

### **After School Provision**

Afterschool Club runs Monday - Friday, 3.10pm – 6pm in the Treehouse Community room.

Children are offered a range of foods including sandwiches, biscuits, squash and variety of fruit.

### **Parents responsibilities:**

- By joining Treehouse Afterschool Club, you agree to collect your child/ren on time. You will need to sign the signing-out book when you collect your child/ren.
- To ensure that we can contact you in case of emergency and inform us of any changes of address, contact numbers, etc.
- To ensure that you must inform us any changes in your child/ren's medical information or allergy changes as soon as possible.
- To give at least 24 hours' notice of cancellation of a place

### **Charging Policy**

Whilst we understand that there may be times when your child/ren is unable to attend After School Club for various reasons, this pay policy outlines the schools policy on charging parents.

- Parents are asked to inform the After School Club via the school telephone, if their child/ren is not attending, 24 hours beforehand.
- We require parents to give at least 2 weeks' notice if their child/ren is to finish attending After School Club so that invoices can be settled and numbers can be readjusted in the setting.

### **Charges**

The cost is £4.50 per child for session 3.10pm – 4:30pm and £9 per child for session 3.10pm – 6pm.

### **Payments**

Payments should be made in advance upon booking via ParentMail.

The Office will contact all parents who are in debt each Friday. If payment is not received within 14 days, parents forfeit their child's place with immediate effect, until payment is received, as there is often a waiting list. You will be informed immediately by phone and letter at this point.

If payment is still not received within 28 days, we would then forward your account to debt collection agency to recover the debts.

### **Responsibility for payment**

The responsibility for payment of fees, charges and penalties lies at all times with the person who has made the booking. Failure by the After School Club to make a written or verbal request for payment of fees does not constitute an excuse or reason for late or non-payment.

### **Penalty Charges**

Parents who are late collecting their child/ren will incur a penalty charge of £1.00 per child for every minute they are late. (i.e. If you have two children and 5 minutes late, you will incur a late charge of £10) after the official closing time of 6pm. This penalty charge must be paid on the spot to the After School Club Coordinator.

Any child/ren left for more than 30 minutes could result in Social Services being contacted and/the police.

**Exceptions to the payment**

- If the school is closed for any reason, i.e. enforced snow closure, there will be no charge to the parent and their place will be kept for them.
- If your child/ren is absent from school on an educational visit or a school residential visit, there will be no charge to the parent and their place will be kept for them.

\*All queries regarding payments and debts must be referred to the School Business Manager.

**REVIEW & AMEND AS NECESSARY ANNUALLY – AUGUST 2025 (MOST RECENT REVISION SEPTEMBER 2024)**