



After School Club policy

Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date	Approved by Governors
B Freeman	June 2019	June 2021	
B Freeman	June 2021	June 2023	July 2021
B Freeman	June 2023	June 2025	July 23
B Freeman	June 2025	June 2027	July 25

Policy Aims

Through our extra-curricular provision, Moorlands Primary seeks to:

- Offer a diverse range of activities to broaden pupils' interests and experiences.
- Provide enjoyable and engaging sessions that support pupils' physical, social, and emotional well-being.
- Enhance learning through focused activity areas, extending the curriculum.
- Encourage cooperation, teamwork, and positive interaction across different year groups.

After-School Club Procedures

1. Communication & Booking

- Parents receive a letter via email, with club details and dates published in the school newsletter.
- Parents may register their child via ParentPay once bookings open at 5 pm on a specified date.
- Payment confirms the child's place. When full, a waiting list is available via the original form, and places are allocated on a first-come, first-served basis.
- Refunds will only be given if the child's place is filled on the club.

2. Session Timing & Attendance

- Clubs typically run from **15:20/15:25 to 16:30**, though times may vary.
- Parents must notify the school office in advance of any planned absence.
- The lead adult checks each child has essential medication (e.g., inhaler).
- If a child becomes unwell, parents will be contacted to collect them promptly.

3. Session Duration

- Clubs usually run for one term at a time, unless otherwise stated by the provider.

4. Registers & Supervision

- A register is taken at each session by the club leader and returned to the school office.
- Any unexplained absence prompts an immediate call to confirm the child's safety.
- The club leader carries the register and exiting instructions on a lanyard.
- Exit permissions (e.g., walking home by Year 5/6) must be provided in writing.
- All pupils must be collected by an authorised adult or sign out if permitted.

5. Procedures for Coaches

- On arrival, collect the session register and capture exit permissions.
- Carry and wear the lanyard throughout the session.
- Use a walkie-talkie for communication with school staff (from reprographics room).
- Ensure only authorised pupils leave—confirm permissions before release.
- Return kits to the shared area and hand the register to the office.

6. Session Cancellation

- If a session is cancelled, the provider must notify the school immediately.
- The school will contact parents as soon as possible.
- Children present on cancellation days remain under staff supervision until collected.

7. Off-Site Activities

- Parents arrange transport, unless walking in groups under approved arrangements.
- All local walks follow the school's walking policy and risk assessments, coordinated by the EVC (Becky Freeman).

- Emergency transport situations are recorded and reported to the headteacher and parents.
- 8. Staffing Ratios & DBS Standards**
- Appropriate adult-to-child ratios are maintained (recommended max 15–20 pupils per adult)
 - Volunteer helpers must hold valid enhanced DBS clearance.
- 9. Fees & Payment**
- Standard charge: £3.50 per session; specialist activities (e.g. Lego, Science) may incur higher fees due to coach rates.
 - Refunds will only be given if the child's place is filled on the club- this could be from a waiting list.
- 10. Safeguarding & Child Protection**
- Third-party providers must hold a child-protection policy aligned with the school's procedures, and contact the headteacher if necessary.
 - All activity leaders undergo an induction with senior management and hold a current DBS.
 - The school evaluates providers for safe conduct and maintains supervision oversight.
- 11. Insurance**
- External providers must supply public and employer's liability insurance before commencement.
- 12. Club Expectations**
- Activity leaders must remind pupils each term about:
- Fire safety procedures
 - Movement rules around buildings
 - Toilet arrangements
 - Expected behaviour standards
 - Changing-room arrangements
- 13. First Aid**
- Coaches assess injuries; they use a walkie-talkie to call for first-aid support.
 - Children may attend the office for treatment; records are handled by qualified personnel.
 - Head injury and first-aid slips are provided to parents at collection, and incidents are logged.
- 14. Behaviour**
- The school's behaviour policy applies fully.
 - Pupils are expected to:
 - Show respect and socially acceptable behaviour
 - Accept differences and work collaboratively
 - Try activities and seek assistance when required
 - Enjoy club time and show respect to others
 - Positive behaviour is promoted through staff modelling, praise, and communication with parents.
- 15. Behaviour Management**
- Misconduct is addressed calmly, with removal from activities if needed.
 - Staff explain why behaviour was unacceptable and seek resolution.
 - Persistent issues prompt parental consultation.
 - After three warnings, pupils may be suspended from the club without refund.
 - Continued issues may lead to club exclusion; formal warnings and processes are followed, with no refund if excluded.



Moorlands Primary School

High Expectations, High Achievements, Challenge and Enjoyment for All

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Dear

As you are aware ***** behaviour at our one of our after-school club has not been acceptable. He has been ***** and has caused disruption during the activities and whilst getting changed for the club. This has meant other children have not been able to enjoy the club and safety, in some cases, has been compromised.

***** has been spoken to by several members of staff on numerous occasions, however his behaviour has not improved. The school's high standards of behaviour are expected by all children, both in school time and during after school clubs.

It has been decided that if *****behaviour continues to be unexpectable in future clubs, the coach will call for a member of the Senior Management Team, and *****will be asked to sit out of the remained of the club session.

***** will be given 3 chances to improve his behaviour at after school clubs, after which he will not be allowed to attend further club sessions and no refund will be given.

We just wanted to make you aware of this disruptive nature of *****behaviour and would be most grateful if you could discuss this behaviour with him to make sure, it does not happen again.

Best wishes

Mrs Freeman

Deputy Headteacher