

# The Nethersole C of E Academy

## Before and After School Club Policy

**To be light (living in our community and reaching out beyond it) bringing out the God-colours in the world.'**

*Jesus said, 'You're here to be light, bringing out the God-colours in the world.'* **Matthew 5:16**



Date Policy Ratified by the LAB	March 2026
Headteacher	Mrs S J Goode
Chair of Governors	Mrs G Sparrow
Review Date	March 2029

## Introduction & Aims

Our club aims to provide a safe, happy, warm, and stimulating environment for all children to play, learn and develop freely. We encourage positive attitudes, respect, and independence while promoting strong partnerships with parents/carers.

### ***Our Club is committed to providing:***

- Activities that are interesting, educational, stimulating, safe and fun.
- Activities that promote each child's all round (social, physical, moral, and intellectual) development.
- Access to a variety of indoor and outdoor facilities and equipment under safe and supervised conditions.
- Areas to read, complete homework, play sports and socialise in a safe, happy environment which is inclusive and free from discrimination.

## Session Details

Breakfast Club: 7:40am – 8:10am (£2.50 per child). Children join the FREE DfE Breakfast club at 8:10am for food and drink.

After School Club: 3:15pm – 4:30pm (£7.00 per child). Healthy snacks and drinks provided.

## Booking & Payment

Bookings are made via Arbor. Fees are paid in advance. Childcare vouchers accepted. Contact the school office for assistance.

## Safeguarding & First Aid

Our Designated Safeguarding Lead is Mrs Goode (Headteacher), Miss Deakin (Deputy Headteacher) and Mrs Satchell (Assistant Headteacher.) Cedars Club staff are fully First Aid trained. First Aid kits are located in the Cedars Club room and main school office. In case of accidents, a qualified First Aider will assess and treat the child immediately, inform parents promptly, complete an accident report (EVOLVE), and contact emergency services if necessary.

## Arrival and Collection Details

### **Arrival:**

- Children attending Breakfast Club should be signed in by a parent/carer upon arrival.
- Staff will record attendance and ensure children are safely supervised until school starts.

### **Collection:**

- Children must be collected from the Cedars room within the booked session time.
- If someone other than the parent/carer is collecting, inform the club via email or phone before 3:00pm.
- Staff will verify identity against the authorised collectors list. If unsure, they will contact the parent/carer immediately.

**Late Collection:**

- A late fee of £5 for each 15-minute period after 4:30pm will apply.
- Persistent late collection may result in withdrawal of the service.

## Missing Children

If a child is missing:

1. Conduct an immediate search of the premises and surrounding area.
2. Notify the Designated Safeguarding Lead (DSL) without delay.
3. Contact the parent/carer to inform them of the situation.
4. If the child is not found promptly, contact emergency services and follow safeguarding procedures.
5. Complete an incident report and cooperate fully with authorities.

## Uncollected Children

If a child is not collected by the end of their booked session, staff will immediately attempt to contact the parent/carer and any authorized collectors listed on Arbor. If these efforts fail, the Designated Safeguarding Lead (DSL) will be informed, and the child will remain supervised in a safe environment. Late collection will incur a charge of £5 for every 15-minute period after the agreed time, and repeated incidents may result in withdrawal of the service. In extreme cases where no contact can be made, safeguarding procedures will be followed, which may include contacting children's services or the police.

## Absences & Cancellations

Parents must inform the club of absences. No reimbursement for missed sessions unless 48 hours notice is given.

## Payment of Fees

All fees for booked sessions must be paid in advance via Arbor or using childcare vouchers. Payment deadlines will be communicated at the time of booking and must be adhered to. Failure to settle outstanding balances may lead to suspension of the child's place. For any payment queries or to discuss payment arrangements, parents should contact the school office promptly by email or phone.

## **Behaviour Expectations**

Children are expected to behave respectfully and follow club rules. Positive behaviour is always encouraged.

## **Policies & Procedures**

Cedars Care provision follows The Nethersole C of E Academy policies, reviewed regularly by the Local Academy Board and BDMAT.