

Sunning Hill Primary School



Before & After School Club Policy

October 2025

Governing Body Review date: October 2026

Before & After School Club

Rationale

The before and after school club has been established to provide high quality, out-of-school hours, childcare for our working parents and families.

Opening Times

Before and after school club will operate term time only, at the following times:

- Breakfast club from 7.45am – 8.45am.
- After school club 3.30pm to 4.30pm Monday to Thursday & 2.30pm to 3.30pm on Friday.

Costs

- Individual morning sessions are £5 per day.
- Morning sessions booked for each day of the week will be discounted to £20 per week
- Individual afternoon sessions are £5 per day.
- Afternoon sessions booked for each day of the week will be discounted to £20 per week

Bookings

Sessions will be 'released' for booking two weeks before the end of each half term.

Sessions will be allocated on a first-come, first-served basis. Parents will be informed when sessions have been released via text message.

The current session capacity is 16 children.

Places must be booked in advance for the following half term.

Parents can change or cancel their sessions up to 4 weeks prior to their child attending a specific session, without incurring a charge.

Any change or cancellation after this point is non-refundable.

Places are only available to children attending Sunning Hill Primary School.

Registration

A copy of this policy is provided to all parents of children attending the club and is also available on the school website.

All parents must complete the attached registration form, for each child attending the club and sign an agreement to adhere to the terms of this policy.

Terms & Conditions

- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.

Before & After School Club

- Non contracted pupils are welcome to use the club provided there are spaces and parents/carers have previously completed the registration process.
- School staff will be made aware of the details of a new child.
- Children's attendance is recorded on a register.
- Places are available to children from reception to year 6.
- * *Nursery children will be considered if places and correct staff ratio's are available.*
- Staff will take a register of all contracted children and we will liaise with the class teacher/school office to determine any reason why a child is not accounted for.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents must inform staff if their child is going to be absent from club by phoning the school office or emailing office@sunning-hill.bolton.sch.uk
- ***School reserves the right to cancel sessions if take up is poor, a minimum of 4 weeks' notice will be provided to parents who have booked affected session times.***
- *Governors reserve the right to review charges at the start of each academic year.*

Daily Routine morning

- Parents/Carers are required to bring their child directly to club in the mornings via the Community Room entrance on Goldsmith Street.
- A healthy breakfast will be provided at 8.00 am. This will include toast and/or non-sugary cereal and milk or water to drink.
- 8.35am is tidy up time, children will be encouraged to take responsibility for the environment.
- 8.40am children collect their coats and bags. Children are escorted to their appropriate playground where they meet up with the rest of the children awaiting the start of school.

Daily Routine Afternoon

- At 3:30pm children in Reception – Y3 will be collected from class at 3.25pm by a member of staff.
- Children in Y4 – Y6 will make their way down to the community room at 3.30pm, through school.
- Staff will check with the office if a child on the register does not arrive at the club.
- Children will be provided with a drink/biscuit.
- Children can then choose from a range of play and planned activities, both indoors and outdoors.
- 4.25pm Children will be taken to the KS1 playground for parents to collect, they must be handed over to a named adult on the collection list provided by parents. Parents can collect earlier if they contact the school office before 4pm.

Behaviour

Children are expected to follow the school ethos and rules. The school behaviour management policy applies at all times.

First Aid

Before & After School Club

There will be a trained first aider at all times.

The school first aid and administration of medication policy applies at all times.

Parents of any child who become unwell during club will be contacted immediately. If a child is sent home during school hours, the school office will inform the club of their absence.

Uncollected children

If a child has not been collected by 4.30pm parents will be contacted in the first instance by telephone.

The emergency contacts information provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, the police and social services will be informed.

A charge will be levied for late collection. A fee will be applied for late collection from 4.30pm onwards at £1 per minute, per child.

This charge must be paid at the office the following morning.

Payment of Fees

Fees are to be paid a week in advance. Bank details will be provided to parents so that payments can be transferred by bank transfer, direct debit or standing order.

Payment is due for all contracted sessions even if your child does not attend their booked session.

The parent signing the clubs registration form is responsible for payment of all fees.

If a parent is experiencing difficulty with payment of their fees, they should contact the school office as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

We are willing to take childcare vouchers payments, if you wish to create a tax free childcare account on the Government website.

Safeguarding

A designated safeguarding lead will be available either on the premises or via phone during the times of the club. School safeguarding procedures will be followed at all times.

Related Whole School Policies:

- Safeguarding and Child protection policy
- Equal opportunities policy
- Health and Safety policy
- First aid and administration of medicines
- Online safety policy

Before & After School Club

Our school aims to support all families and the wider community. Any queries or concerns regarding individual policies will be considered on an individual basis.

Before & After School Club - Registration Form

Name of child _____

Name of child _____

Class _____

Class _____

I would like to book the following sessions and understand that payment must be made at the start of each week, in advance.

Sessions included this term:-

Weeks included 6 Dates:

	Morning Session (please tick)	Cost per session	Afternoon Session (please tick)	Cost per session
Monday		£5		£5
Tuesday		£5		£5
Wednesday		£5		£5
Thursday		£5		£5
Friday		£5		£5
OR				
		Cost per Week		
All Mornings		£20		
All Afternoons		£20		

Parents can change or cancel their sessions up to 4 weeks prior to their child attending a specific session, without incurring a charge. Any change or cancellation after this point is non-refundable.

Collection Information

Please provide names and numbers for people that can collect your child.

Name	Phone Number

Emergency Contact Information.

Before & After School Club

Name	Phone Number

Late Collection

A charge will be levied for late collection. A fee will be applied for late collection from 4.35pm onwards at a cost of £1 per minute, per child. This must be made in the office the following morning.

Bank Details

Payments should be made to the following account by direct debit or standing order, in advance.

Sunning Hill Primary School

Sort Code 30-91-01

Bank Account 14517768

Please ensure your child's name and class is used as the reference.

Office to complete

A weekly payment, required at the start of each week

Parent to complete

I agree to the terms, conditions and charges outlined in this policy and registration form. A copy of which I have received.

Parents Full Name _____

Parents Signature _____

Parent Contact Number _____