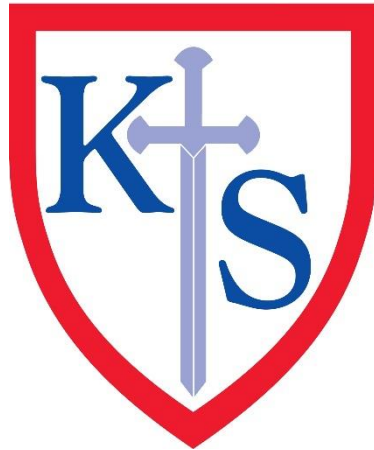


# Kingsland CE Primary School

## After School Clubs Policy



### Let your light shine

**“Let your light shine before others that they may see your good deeds and glorify your Father in heaven.” Matthew 5:16**

**Let your light shine** on our vision:

*As God’s children, overflowing with His light, we will shine before others to inspire, nurture and bring joy so all may embrace life in its fullness to the glory of God.*

**September 2025**

# Kingsland CE Primary School

## After School Clubs Policy



**Date for full implementation:** September 2025

**Review date:** September 2028

At our After School Clubs we believe in open communication with all our stakeholders. This policy is presented to help ensure that everyone involved understands what we are trying to achieve.

### Aims

- To provide an extended and enriched school curriculum offer.
- To provide planned, age-appropriate educational learning activities to further develop the children's knowledge, skills and understanding.

### Ground Rules

1. The After School Clubs will be run by high quality, qualified coaches or members of staff, who will receive appropriate safeguarding training. Clubs may also be run by an apprentice (a member of staff will be present on the school premises and will have overall supervision).
2. The Clubs operate for children attending Kingsland CE Primary School only.
3. The same Christian values that inform our relationships and choices throughout the school day apply to the clubs at all times.
4. Coaches will be responsible for the care and management of the children, treating them with respect at all times.
5. Normal school expectations of behaviour will apply in all clubs.
6. All children are expected to behave well, show respect, be polite, look after equipment and resources, and be co-operative and courteous to staff and to each other.
7. Parents / Carers will be given one month's notice of any increase in fees.
8. Fees should be paid **before** the commencement of the club using the ScoPay online payment method. The school reserves the right to exclude a child if fees are not paid promptly.
9. No child will be excluded from clubs because of the inability to pay. Children who are in receipt of Pupil Premium funding can access two weekly clubs free of charge. If any parent is finding difficulty in paying for After School Clubs, they should seek a confidential conversation with the headteacher.

10. If the weather is poor, outside After School Clubs will be brought inside and alternative activities will be supervised.
11. If a school club has to be cancelled by the school, a refund for that session can be sought by contacting the school office. If a child misses an After School Club session for any other reason, no refunds will be given.
12. Places in each club are limited for safety reasons – places will be allocated on a first come, first served basis.
13. Children must be collected promptly, at the end of the club. If children are late being picked up, they will be supervised in Stay and Play Club, which will incur a charge, in line with the Stay and Play Club charging policy.
14. Parents/Carers are asked to keep the school informed of any change of emergency contacts via the school office.
15. To ensure that children in After School Clubs are safe, a register will be taken at the start of each session. Parents / carers will receive a phone call if their child is booked into the clubs but is not present.
16. Parents / Carers are asked to show agreement with these ground rules. If a child consistently does not behave in an appropriate manner, they may lose their place in the club.

### **Times and Fees**

Most After School Clubs run from 3.15 – 4.30pm. Exact timings will be made clear on the booking forms.

After School Clubs will incur a charge of £4.00 a session, to cover staffing and the upkeep of resources. In each term there will be a minimum of 10 sessions. Fees must be paid **before** the commencement of the clubs.