

## **After School Policy**

### **Setting**

#### **Seabrook Primary School, Hythe Road, CT21 5RL**

The setting for Term 1 is **Seabrook Primary School**, this will be reviewed week commencing 6<sup>th</sup> October and you will be informed as to which site (St Martin’s or Seabrook) the club will run during the remainder of the year.

### **Timings**

After School Club operates from 3.15pm – 5.45pm (term time only) and current costs for each session is: £11.00 per child

**If you are late collecting your child (after 5.45pm) there will be a late fee charge of £5. From 6.00pm onwards a late fee charge of £5.00 for every 5 minutes late will be incurred.**

### **Admissions**

- Only children attending either Seabrook or St Martin’s CEP Schools are eligible to attend the Club.
- Children must be booked into After School club in advance of attending using the Reach More Parents app. For any help with this please contact to the school office.
- Irregular users are welcomed provided there are spaces and bookings are made through the Reach More Parents app.
- All places are subject to availability.
- All staff are made aware of the details of a new child.
- Children’s attendance is recorded on Reach More Parents.

### **Booking a Place**

- Due to staff ratios, all children must be booked in advance to ensure compliance with bookings made before 9.00am on the day of the club.

### **Arrival and departure**

- All children will be escorted by school staff to the After School club.
- On arrival all children are marked on the register.

Reviewed: 2025/26 Term 1

- When a child is collected at the end of or during a session, they must be signed out by a parent/carers or named collector and the time recorded.
- Parents/carers must ensure that any person who may collect their child is listed as authorised to collect.
- The club reserves the right to withhold children if the person collecting the child is not on the registration form or the parents have not informed the school of the identity of the person collecting. A password system will be used for this purpose.
- Please call the school office to arrange this or if after 4.00pm please call 07436582932

## Daily routine

3.15pm to 4.00pm: A variety of activities

4.00pm – 4.20pm: Healthy snacks are available for all children attending the After School Club.

4.20pm - 5.45pm: A variety of activities.

5.45pm: Last collection time

## Safeguarding

All staff undertake regular training in safeguarding and the club operates in line with Keeping Children Safe in Education, alongside the school Child Protection policy and procedures. You can find our Child Protection Policy on our website or request a paper copy from the school office.

## Behaviour

The Club follows the Behaviour and Anti-Bullying Policy of the School.

If the behaviour of a child is detrimental to their safety or others, we reserve the right to review their place at After School Club. It may be necessary for a child to be collected from the provision.

Reviewed: 2025/26 Term 1

## **First aid**

- All accidents will be recorded in line with our first aid policy and parents/carers will be informed of any accidents that have occurred during the club
- Accident records will give details of the time, date and nature of the accident. Details of the child involved. Type and location of the injury. Action taken, and by whom.
- All incidents are dealt with by a qualified first aider. Parents of any child who becomes unwell during Club will be contacted immediately.

## **Missing or uncollected children**

In the event that a child goes missing, the following procedure will be undertaken:

Appropriate club school staff will inform school leadership of the missing child. Club Leader/school leadership will search the inside of the building and an outside search of the building. If the child remains missing, the emergency services will be contacted.

Uncollected children:

Adults with collection responsibilities as listed on our school data base will be contacted in the first instance by telephone. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

## **Payment of fees**

- If a parent is experiencing difficulty with the payment of their fees, they should contact the school office staff as soon as possible.
- Payments must be made in advance, through Reach More Parents.
- There are no exceptions to this as it is essential that the club is self-financing.
- If you do not cancel your club booking before 9.00am on the day required and your child does not attend there will be no refund (except in exceptional circumstances)
- Childcare vouchers are also accepted.
- Use of the club will be restricted if payment is not received.
- The federation will implement its Debt Recovery policy when required.