



Middlezoy and Othery

After-school Provision Policy

Aims

- To provide an affordable, after-school care facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils before the end of the school day.
- To provide children with a nutritious snack and drink at the end of the day in a pleasant, calm and relaxed environment.

Reviewed September 2025
Next Review due September 2026

Organisation

- After-school Provision runs from 3:15 p.m. to 5:00 p.m. Monday to Friday
- The provision is available for pupils from Reception to Year 6
- Parents will need to contact the school office to have the payment item activated on ParentPay. This will allow them to book the provision.
- Children need to be collected promptly at 5:00 p.m.

Safeguarding and Health and Safety

- In accordance with Safeguarding arrangements, all staff involved in the running of the After-school provision have current DBS clearance. These records are held in the school office.
- After-school provision staff follow existing school policies and procedures for safeguarding, child protection and the code of conduct.
- A separate risk assessment has been completed for After-school provision.
- The school's Fire and Health & Safety Policy is adhered to by After-school provision.
- Where ICT equipment is used, they also follow the schools ICT policy and procedures.

Catering

- Water is available to children at all times.
- Fruit squash is provided.
- A healthy snack will be offered as part of the after-school provision.
- All allergies/intolerances should be notified to staff at the time of request.

Emergencies

- In the event of a serious accident or illness staff will contact the parent/carer or the nominated contact provided.
- After-school provision staff are First Aid trained and the procedures set out in the Schools First Aid Policy will be followed.

Sickness/Medication

- All medication administered will follow the existing school policy.
- All medical information provided by parents should be detailed on the pupil details form.

Behaviour

- The school recognises the importance of positive and effective behaviour management strategies in promoting children's welfare and enjoyment. Whilst attending After-school provision, children will be expected to abide by the School Behaviour Policy. We reserve the right to withdraw a place in the event of unacceptable behaviour.

Fees

- £7.30 per session per child.
- Fees are payable at the point of booking via the ParentPay online payment and booking system. These must be paid for in advance. The cut-off is the Thursday prior to the week provision is required.
- Fees will be reviewed annually by the Governors during the Summer Term and parents/carers will be notified of any changes.

Booking

- Bookings and cancellations must be made online in advance. Bookings can be made at www.parentpay.com.
- Children with no pre booking are likely to be turned away.

Cancellation

- Breakfast club bookings and cancellations can be made at any time before the cut-off point. Cancellations after the cut-off point will not be refunded.
- Cancellations/Amendments cannot be made within 4 days of the date you wish to cancel.

Refunds

- If the school cancels the club, a refund will be offered or the chance to carry payment forward.

Debt Recovery

- Should any debt occur for After-school provision, a phone call will be made to discuss potential payment problems.
- 1 week after this phone call a final letter requesting immediate payment will be sent.
- If debt still remains outstanding, it will be referred to the Head Teacher and/or Governors for consideration and no further bookings will be taken until resolved.