



After School Club Policy

The club operates from 3.15pm to 5.15pm, Monday to Thursday term time and current costs for each session can be obtained from the School Office. A copy of this policy is provided to all parents of children attending the Club and is also available on the school website.

Part time sessions run from 3.15pm-4.15pm.

Full time sessions run from 3.15pm-5.15pm.

All parents must complete a registration form and agreement for each child attending the club.

Terms and conditions

Only children attending Beenham Primary School are eligible to attend After School Club.

All After School Club sessions must be booked online **at least the day before** to ensure that adequate staffing and food arrangements can be made. In the event of an emergency, parents/carers should contact the school to discuss the situation.

All places are subject to availability.

Late Fees

Late Pick-Up Definition: A late pick-up is defined as any instance where a child is not collected from Beenham After School Club by the designated pick-up time.

- **Late Fee Charges:** A late fee will be applied in the event of a late pick-up. The late fee will be charged per child, per occurrence, and will be calculated based on the duration of lateness.
- **Late Fee Calculation:** The late fee will be calculated based on the following increments:
 - Up to 5 minutes late: No late fee will be applied.
 - 5 to 15 minutes late: A flat late fee of £10 will be charged.
 - Over 15 minutes late: An additional fee of £10 will be charged for each subsequent 15-minute increment or part thereof.

Notification: Parents will be notified of any late pick-up charges incurred the following day via email, or written notice.

Payment of Late Fees: Late fees must be settled within 5 days of the occurrence. Failure to settle late fees may result in further penalties, including suspension of After School Club services until fees are cleared.

Repeat Offenses: In the event of repeated late pick-ups, Beenham reserves the right to review the child's enrolment status and may impose stricter penalties or withdrawal from the After School Club.

Exceptional Circumstances: Beenham Primary understands that emergencies or unforeseen circumstances may arise. In such cases, parents are requested to inform Beenham staff as soon as possible. Late fees may be waived or adjusted at the discretion of school management, upon presentation of valid documentation supporting the reason for lateness.

Cancellations

At least one days' notice is required for any cancellations or else the full charge will still be applied.

First Aid

All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of staff.

Accident records must give details of; 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 become unwell during After School Club will be contacted immediately. If a child is sent home during school hours, After School Club staff will be informed of their absence

Policy Review: This policy is subject to periodic review and may be updated or revised as necessary. Any changes to the policy will be communicated to parents in advance.

By enrolling their child at the Beenham After School Club, parents acknowledge and agree to abide by the policy outlined above.

Policy last updated March 2024.



Beenham Primary School After School Club
Registration and Agreement

Iparent/carer of
have read and accept a copy of the After School Club policy and agree to abide by
the terms therein.

I accept that I am the parent/carer for the above child and agree to make payments
to Beenham Primary School for sessions booked.

Parent Signature

Print name

Date

Signedon behalf of the school

Print Name

Date