

# Fairhouse Primary School



## Breakfast and After School Club Policy

Updated:

March 2023

To be reviewed:

March 2026

After school clubs are offered to all pupils who attend Fairhouse Community Primary School.

Aims:

- To provide a range of structured activities to engage and stimulate the children that meet their extracurricular needs.
- To provide a happy, welcoming, safe and secure place where all children are valued.

Organisation:

- After school clubs run from the end of the school day to 4.15pm, Monday – Friday during term time.
- After school clubs are available for children from Reception to Year 6.
- The clubs are located on the school premises. Parents collect their children via designated collection points in KS1 & KS2.
- Children who are registered for an after school club will be escorted to their club leader by a member of classroom staff at the end of the school day.

Behaviour:

The school rules and behaviour policy will be followed to ensure consistency for the children at the club. We expect good behaviour and respect for others. We reserve the right to withdraw the offer of an after school club to any child/ren whose behaviour is deemed unacceptable or unsafe.

**Our 3 core rules:**

- **Be Ready**
- **Be Respectful**
- **Be Safe**

First Aid:

All after school club leaders hold a current First Aid Certificate. All accidents will be recorded in the accident book and reported to the parents/carers on collection. In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible

Safeguarding:

All staff are trained in Child Protection procedures and follow the recording and reporting procedures identified in our Safeguarding Policy.

Our child protection policy will be applied to breakfast club and after school clubs.

Booking:

All after school clubs must be booked for the entire half term and paid for in advance via Clubbly to secure your space.

### Cancellation / Refunds:

We operate a 1-week trial / cooling off period for all after school clubs. We fully appreciate that children (especially younger children) often wish to try clubs but can feel overwhelmed or unhappy to attend when the time actually comes. In the event that a parent has paid for the full half term of clubs and their child has decided they do not wish to attend after the first session, as long as you notify us of your wish to cancel within 48hrs of the first session taking place, we are willing to refund any fees paid for subsequent sessions.

When a child is reported absent on the morning of a club taking place or is sent home sick during the day of a booking, their club place will be automatically cancelled and fees refunded. NO other cancellations will be accepted on the day.

The school will offer no refunds if your child fails to attend a pre booked session.