

The Zone

After School Club Policy

1. Purpose

The After-School Club (ASC) provides a safe, supportive, and enriching environment for pupils outside of regular school hours. The club aims to promote social, emotional, and academic development through structured activities, free play, and supervised homework time.

2. Eligibility

- Open to children enrolled in Delph Side School, from Pre-School to Year 6.
- Parents/guardians must complete a registration form and agree to the terms of this policy.

3. Hours of Operation

- Monday to Friday: Option 1 from 3.15pm to 4.30pm, Option 2 from 3.15pm to 6pm
- Closed on public holidays, school holidays, and staff training days.
- Late pick-up fees apply after 6pm at a cost of £10 per child.

4. Registration and Fees

- Registration forms are required prior to attendance.
- Advance booking is required by 12 noon on the Friday the week before.
- Booked sessions remain payable, unless your child is unwell and sent home.
- Pre-booked fees are £5.00 for option 1, £8 per option 2.
- Emergency sessions maybe booked if staffing ratios allow, fees are, £6.00 for option 1 and £10 for option 2.
- Payments are due on or before attendance – failure to pay means your child will not be able to book onto subsequent sessions until the debt is cleared.
- Subsidies may be available for eligible families.

5. Attendance and Sign-Out

- Students must be signed out by an authorised adult.
- Parents must notify the club of any changes to pick-up arrangements.
- Repeated late pick-ups will result additional charges.

6. Activities

- Activities include arts and crafts, sports, games, reading, and homework support.
- A daily schedule will be provided and may vary based on student interests and staffing.

7. Behaviour Expectations

- Children are expected to follow our school behaviour policy.
- Positive behaviour is encouraged and reinforced.
- Repeated disruptive or unsafe behaviour will result in suspension or removal from the club.

8. Health and Safety

- First aid will be administered by trained staff as needed.
- Parents will be contacted in case of illness or injury.
- Emergency contact information must be kept up to date, The Zone staff have access to the school MIS system.

9. Snacks and Meals

- A healthy snack will be provided each day.
- Parents must inform staff of any allergies or dietary restrictions.

10. Staffing

- All staff are background-checked and trained in child safeguarding.
- Staff-to-student ratios comply with Government regulations.

11. Communication

- Regular updates will be shared via social media.
- Parents are encouraged to communicate any concerns or suggestions.