



# **Grove Vale Primary**

## **Before and After School Club Policy**

**Reviewed- March 2026**



*Grove Vale Before and After School Club provides high quality out of school childcare for the children of Grove Vale Primary in the form of Breakfast and After School Club. It provides a range of stimulating and creative activities in a safe environment. Our aim is to maintain our clubs, where everyone is made welcome and valued. We are fully committed to working in partnership with parents/carers to provide high quality, safe and stimulating care, and learning and play opportunities for children.*

### **Breakfast Club and After School Club**

Our Breakfast Club operates from 7:30am until 8:45am term time only. Our session fees are:

- £6.50 per child per session

All sessions are to be booked and paid for using Arbor. All payments must be paid in advance of attendance.

Our Afterschool Club operates from 3:30pm until 6:00pm term time only. There are two price options with the afterschool. Our session fees are:

- £8.50 from 3.30pm – 5.00pm per child per session
- £10.00 from 3.30pm – 6.00pm per child per session

All sessions are to be booked and paid for using Arbor. All payments must be paid in advance of attendance.

### **Our contact details**

Club Mobile phone number and whatsapp – [07777188343](tel:07777188343) (7:30am – 8:50am) and (3:30pm – 6:00pm)

Club Email – [basc@groveale.sandwell.sch.uk](mailto:basc@groveale.sandwell.sch.uk)

### **Organisation of Breakfast Club**

Breakfast Club opens at 7:30am. When you arrive via the main entrance, please press the doorbell and a member of staff will greet you. Your child will show on our register via Arbor if they have been booked on. At the end of the session, your child will be directed to their class just before the bell. Younger children will be escorted to their class.



We provide your child with a healthy and varied breakfast, which includes -

- Cereals
- Toast
- Pancakes
- Cereal fruit bars
- Fruit
- Squash/milk/water

Please let us know of any allergies or special dietary requirements that your child may have, to enable us to establish any individual needs. Your child will be able to access a range of activities whilst at the club and will be supervised at all times.

### **Organisation of After School Club**

At the start of the session, a member of staff will collect younger children, others will make their way to the Infant Hall, where staff will be there to greet and register.

We provide your child with a healthy snack: -

- Sandwich of either cheese, jam, sliced ham or chicken, or toast.
- Fresh fruit (raisins on occasions)
- Squash/water/ milk (on occasions)
- Beans / hoops on toast

Please let us know of any allergies or special dietary requirements that your child may have, to enable us to establish any individual needs. Your child will be able to access a range of activities whilst at the club and will be supervised at all times.

Any children attending after school extra-curricular clubs will be expected to make their way to the infant hall, once the activity has concluded. The teacher leading the activity will escort younger children. They will be marked on the register.

After school club closes at 6:00pm and children must be collected before then. There is no facility for an extension to this time. When collecting your child you must sign them out using the electronic sign in/out system in the main reception area.

## **IMPORTANT INFORMATION AND CLUB POLICIES**

### **Admissions/ Waiting List**



To ensure that admissions to the clubs are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

- Parents/carers will be required to book their child on to a club using Arbor. There are limited spaces available for the clubs.
- Clubs are all available to book on a first come first serve basis.
- No spaces will be reserved separately for children.
- Due to staff to pupil ratios we can refuse admittance if your child is not on the register.
- In the event of an emergency and a last minute appointment needs to be made after 3.00pm, you must email or call to request this. Otherwise, you must book your child on via Arbor.

### **Arbor App & Portal**

When your child joins school, we will add their details on to Arbor and ask you to download the Arbor App for your phone or log on to the parent portal on your PC, laptop or tablet. Once you have accessed Arbor, you will be able to view and amend some of your child's school record, see their current attendance, find any communications from school, make payments, book meals, book and pay for clubs and book your slot for parents evenings. We can send you in-app messages as well as school emails, letters or SMS straight from our Arbor system.

Please follow these links to help you get started with Arbor:

- [Arbor Website Support Articles](#)
- [Introduction to Arbor Parent Portal & App](#)
- [Paying With Childcare Vouchers](#)
- [Paying for Trips \(App & Portal\)](#)
- [Paying for a Club \(App & Portal\)](#)
- [Paying for Before and Afterschool Club \(App & Portal\)](#)

### **Fees**

As per our club contract, Parents are required to pay for before and after school club spaces in advance by making a payment to their child's account on the Arbor system. This requirement also relates to payments made via the childcare tax credits scheme or equivalent. Advance payments should be made for upcoming weeks, months and/or terms. You can book in advance on Arbor. Arbor will not allow you to book your child's place without paying up front.

If your child is off school due to exceptional circumstances, the charging of these sessions will be at the discretion of the manager.



Parents using the Government's tax-free childcare scheme/childcare vouchers can continue to do so.

Payments via the voucher systems for the clubs will need to be processed on a weekly basis.

**You will still need to book sessions via Arbor as normal.**

If you are new to using/paying via vouchers the please inform us via the new email.

**Parents/carers will need to send a screenshot/confirmation of any voucher payments made via email. You will not be charged twice.**

### **Cancellations and Payments**

- If you have booked a place for your child to attend the club, payment must be made on the date specified on Arbor.
- It is the parent/carer's responsibility to regularly check their Arbor account for any payments due.
- If your child is absent due to sickness or holiday, payment is still required. Exceptional circumstances will be the Managers discretion.
- No payment is required when the school is closed or on Bank Holidays. These dates will already be reflected in the payment amount shown on Arbor.
- All payments must be made via Arbor.

### **Arrivals and Departures**

The safe arrival and departure of the children in our care is paramount. Staff will ensure that an accurate record is kept of all children in the clubs, and that any arrivals or departures are recorded in the registers. The registers are kept in an accessible location on the premises at all times. In addition, regular headcounts are carried out during the session.

### **Unacceptable Behaviour**

The school rules and behaviour policy will be followed to ensure consistency for the children at clubs. Hurtful and aggressive behaviour will not be tolerated and the Breakfast and After School Club reserve the right to withdraw the service if a child's behaviour is consistently unacceptable.

### **Confidential Policy**

It is a legal requirement for our clubs to hold various items of information about the children who attend. The information is used to produce registers and to have emergency contact details readily available. All this information is stored securely. The staff at the clubs will undoubtedly forge relationships with both the children who attend the clubs and their families and therefore learn more about them. All staff are aware that this information is confidential and is only used within the clubs setting. Parents' permission would be sought, prior to information about a child/children and/or their



parents, being shared with anyone. However, if there is a concern or an issue arises concerning safeguarding children, the schools Child Safeguarding Policy will take priority over confidentiality.

### **Late Collection from After School Club**

If a child is not collected by 6:00pm there will be late charge of £1.00 per minute to cover the costs of the staff who are legally required to supervise your child and the keyholders time to stay and lock the school. This charge is to discourage people from arriving after 6.00pm and should not be seen as a charge, permitting late collection. If a child has not been collected by 6:20pm, and the club has been unable to reach any of the emergency contacts, the club will follow the policies that are set out by the school and Social Services will be contacted. If collection after 6.00pm occurs regularly we reserve the right to withdraw access to the club.

### **Staffing, Safeguarding and Health and Safety**

Staffing follows a ratio of 1:8 for infant aged children (Reception, Year 1 and 2) and a ratio of 1:10 for junior aged children (Years 3, 4,5 and 6). The majority of our staff are first aid trained and staff who are responsible for food preparation or food handing currently hold a basic food hygiene qualification.

In accordance with safeguarding arrangements, all staff involved in the running of the Breakfast and After School Clubs have current enhanced DBS clearance. All staff follows existing school policies and procedures for safeguarding, child protection and the code of conduct. Where ICT equipment is used, they also follow the school's E-Safety policy and procedures.

The clubs believe that the health and safety of children is of paramount importance and follows the school health and safety policies. We understand the importance of vigilance to fire safety hazards and all staff receives training annually. In case of a fire, the clubs follow the school fire policy to ensure consistency for the children.

### **Risk Assessment Policy**

We understand the importance of ensuring that systems are in place for checking that our clubs is a safe and secure place for children, staff and other visitors. School risk assessment procedures are part of a continuous process to prevent any dangerous incident taking place. They are the responsibility of all staff as part of their duties.

### **Missing or Uncollected Children**

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

- Senior staff including the DSL (Designated safeguarding lead) will be informed
- Club supervisors will search the club and building and an outside search will be conducted by other staff. If the child remains missing, emergency services will be contacted. If a child has not been collected by 6.00pm parents will be contacted. The additional contacts parents have also given will be



used. If these contacts are unavailable for approximately 1 hour after the close of their club, the police and Children's Social Care will be contacted.

### **Principles of Inclusion**

Our clubs are fully committed to the principles of inclusion. Inclusion is a process by which schools, clubs etc. develop their policies, culture and practices to include all young people. The interests of all children are safeguarded. Comments or acts expressing discrimination will be challenged sensitively but firmly.

### **Special Needs**

We are aware that some children have special educational needs and/or physical disabilities, that require particular support and assistance. We are committed to taking appropriate action to make sure that all children are able to access our services, made to feel welcome and that our activities promote their welfare and development.

### **Involving and consulting children**

Our clubs, and all our members of staff, are committed to the principle of involving and consulting children whenever decisions are made within the clubs that affect them. The involvement of children in decision making, we believe, is beneficial to children, staff and the clubs as a whole.

### **Partnership with parents and carers**

Our clubs recognises that parents/carers play the fundamental role in a child's development and this should be acknowledged as the basis for a partnership between the clubs and parents/carers. We want to work with parents/carers to ensure that our children are happy in the clubs and have an enjoyable and rewarding time with us

### **Accidents and Illnesses**

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. Basic first aid will be given by a qualified member of staff. If a child is more seriously injured, we will make every effort to contact you as soon as possible. If necessary, we may call an ambulance and have your child taken to hospital in the company of a staff member. In any of the above situations, if you are unavailable, we will contact the people listed on your child's Arbor profile. If there is any form of medical treatment, which you would NOT wish your child to have, please ensure that it is updated on their profile using your Arbor parent portal and that the club is informed. You can email the club at [basc@grovevale.sandwell.sch.uk](mailto:basc@grovevale.sandwell.sch.uk).

### **First Aid/ Medication**

The school first aid and administration of medication policy applies at all times. Parents of a child who becomes unwell during club will be contacted immediately. If a child is sent home during school



hours, the school office will inform the club of their absence. The clubs follow the school policies, which includes guidance and procedures on medicines in school and individual health care plans (IHCPs), and asthma policies and procedures. Medication will only be administered with a signed parental consent form available from the school office.

### **Behaviour Management**

We recognise the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment. We aim to help children to:

- develop a sense of caring and respect for one another;
- build caring and co-operative relationships with other children and adults;
- develop a range of social skills and help them learn what constitutes acceptable behaviour;
- develop confidence, self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

### **Care, learning and play**

The programme of activities and the atmosphere of our clubs aim to encourage confidence, independence and enjoyment. Our work has, at its core, the aim of enabling children to develop their emotional, social, cognitive, interpersonal and physical skills, and their desire to explore, discover and be creative.

### **Equal Opportunities**

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equal Opportunities policy.

### **Complaints**

All complaints will follow the school's complaints policy.

### **Policies and Procedures**

Please click on the following link to access all of the schools policies and procedures [Grove Vale School Policies](#)

All of these documents can be found on our school website [Grove Vale Primary School](#)