



KIRKHAM & WESHAM PRIMARY SCHOOL

Mrs Jane Smethurst head@kirkhamwesham.lancs.sch.uk

Nelson Street • Kirkham • Preston • PR4 2JP Tel: 01772 682866

Kirkham and Wesham Primary School

Before School and After School Club Policy

1. Policy Statement

Kirkham and Wesham Primary School (KWPS) is committed to providing a safe, caring, inclusive and stimulating environment for children attending Before School Club and After School Club. The provision supports families by offering high-quality childcare outside the normal school day whilst ensuring that children's welfare, wellbeing and safety remain paramount at all times.

The club aims to:

- Provide a safe, secure and welcoming environment.
- Promote positive behaviour and respectful relationships.
- Support children's emotional wellbeing and development.
- Provide opportunities for play, social interaction and relaxation.
- Ensure robust safeguarding procedures are followed at all times.

2. Admission

Before School Club and After School Club are available to pupils attending Kirkham and Wesham Primary School.

Places may be limited and will be allocated on a first-come, first-served basis. The school reserves the right to refuse or withdraw a place where a child's behaviour presents a significant risk to the safety or wellbeing of themselves, other children or staff.

Parents/carers must complete all registration information and provide up-to-date emergency contact details before their child attends.

3. Opening Times

Before School Club

- Opens from: 7:45am
- Children will be escorted safely to their classrooms at the start of the school day.

After School Club

- Opens from: 3:15pm
- Closes at: 5:45pm
- Children will be collected from their classes by staff and escorted to the club.

4. Safeguarding

The welfare of children is paramount.

All staff working within Before School Club and After School Club will:

- Have appropriate safeguarding training.
- Follow the school's safeguarding procedures.
- Report any concerns in line with the school's Child Protection and Safeguarding Policy.
- Maintain appropriate staff supervision ratios.
- Promote a safe and inclusive environment for all children.

Any safeguarding concerns arising during club sessions will be managed in accordance with the school's safeguarding procedures.

5. Signing Children In and Out

For safeguarding reasons, **all children attending Before School Club and After School Club must be signed in and signed out by a parent, carer or authorised adult.**

Before School Club

- Parents/carers must accompany their child into Before School Club and sign them in with a member of staff.
- Children must not be dropped off outside the school gates or left to make their own way into the club.

After School Club

- Children must be collected by a parent, carer or authorised adult.
- The collecting adult must sign the child out before leaving the premises.

- Children will only be released to adults named on the school's records unless alternative arrangements have been communicated and authorised by the school in advance.

The sign-in and sign-out procedures form an essential part of the school's safeguarding arrangements, ensuring staff have an accurate record of all children attending the provision and know who is responsible for them at the beginning and end of each session.

6. Behaviour Expectations

Before School Club and After School Club operate in accordance with the school's **Behaviour Policy**. All children attending the provision are expected to meet the same high standards of behaviour that apply during the school day.

Children are expected to:

- Show respect towards staff, other children and property.
- Follow instructions promptly.
- Demonstrate kindness, courtesy and good manners.
- Play safely and responsibly.
- Follow the school's values, rules and expectations.

Positive behaviour will be recognised and encouraged through praise, encouragement and positive reinforcement.

Where behaviour falls below the expected standards, staff will follow the procedures outlined in the school's Behaviour Policy. Parents/carers will be informed of significant or repeated incidents.

The safety and wellbeing of all children and staff is paramount. Where a child demonstrates persistent inappropriate behaviour, serious misconduct, or behaviour that places themselves, other children or staff at risk, the school reserves the right to withdraw the child's place at Before School Club and/or After School Club.

Before a place is withdrawn, the school will normally:

1. Inform parents/carers of concerns.
2. Provide an opportunity for behaviour to improve.
3. Consider any relevant individual circumstances, including SEND needs and reasonable adjustments.

However, **the school reserves the right to revoke a child's place immediately following a serious incident where it is deemed necessary to protect the safety and wellbeing of others.**

7. Special Educational Needs and Disabilities (SEND)

KWPS is committed to ensuring that children with SEND can access Before School Club and After School Club wherever reasonably possible. Reasonable adjustments will be made in line with a child's needs.

Parents should discuss any medical, behavioural or support requirements with the school before attendance begins. The school reserves the right to review provision where a child's needs require a level of support that cannot reasonably be met within the staffing structure of the club.

8. Health, Safety and Medical Needs

Parents must inform the school of:

- Any medical conditions.
- Allergies or dietary requirements.
- Changes to emergency contact details.

Where necessary, medication will be administered in accordance with the school's Supporting Pupils with Medical Conditions Policy.

In the event of an accident or illness, parents/carers will be contacted using the emergency information held by the school.

9. Food and Nutrition

Before School Club will provide a healthy Before School and drinks.

The school promotes healthy eating and children will be encouraged to make healthy choices. Any dietary requirements, allergies or intolerances must be communicated to staff prior to attendance.

10. Collection Procedures and Late Collection

Parents/carers are expected to collect children promptly at the end of the session. The club's staffing and operational costs are based on children being collected on time.

If a parent/carer is delayed:

- The school should be informed as soon as possible.
- Staff will continue to supervise the child until collection.

Late Collection Charges

To cover the additional staffing costs incurred when children are collected after the advertised closing time, the following charges will apply:

- **£5.00** for collection up to **5 minutes late**.
- **£10.00** for each subsequent **5-minute period (or part thereof)**.

Examples:

Time Late	Charge
Up to 5 minutes	£5
Up to 10 minutes	£15
Up to 15 minutes	£25
Up to 20 minutes	£35

Late collection fees will be added to the parent's account and must be paid promptly.

A late collection charge may be waived at the Headteacher's discretion in exceptional circumstances, such as a serious accident, medical emergency or circumstances beyond the parent's control.

Persistent late collection may result in a review of a child's place at Before School Club or After School Club and, where necessary, the withdrawal of that place.

Where a child remains uncollected and contact cannot be established, safeguarding procedures will be followed.

11. Fees and Charges

Any charges for Before School Club or After School Club must be paid in accordance with the school's published arrangements.

Failure to pay fees may result in a place being withdrawn, subject to discussion with parents and consideration of individual circumstances.

12. Equal Opportunities

KWPS is committed to promoting equality, diversity and inclusion. All children will have equal access to the provision regardless of race, religion, disability, gender, family circumstances or background.

13. Related Policies

This policy should be read alongside the following school policies:

- Child Protection and Safeguarding Policy
- Behaviour Policy
- SEND Policy
- Attendance Policy

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Online Safety Policy
- Equality Policy
- Complaints Policy

Before School Club and After School Club will operate in accordance with all relevant school policies and procedures.

14. Monitoring and Review

The Headteacher and Governing Body will monitor the effectiveness of this policy and review it annually or sooner where changes in legislation, guidance or school practice require this.

Approval

Headteacher: Jane Smethurst

Chair of Governors: Misia Barclay

Date Approved: July 2026

Review Date: July 2028

Kirkham and Wesham Primary School is committed to ensuring that Before School Club and After School Club remain safe, inclusive and enjoyable experiences where children can thrive before and after the school day.