



Shine brightly together and reach for the stars!

**Melbourne Infant School -
After School Club Policy
Introduced: Summer 2025**

Policy aim: To offer a safe, secure and friendly after-school environment under the supervision of qualified staff.

Opening Times

After School Clubs will run term time only (and not during school INSET days). Clubs will run from Monday – Thursday, until either 4.30pm OR 5pm depending on either:

- a) the provider of the club and their specified finish times; which will be made clear in their sign-up documentation, OR;
- b) the time chosen by the parent/carers on enrolment where a club offers two options of collection times.

Where collection times are chosen by parents/carers at a club offering two options of collection times, the chosen collection time applies for the whole term. Any requests from parent/carers to amend collection times will need to be reviewed and approved by school to ensure appropriate staffing is in place to meet the request before any change is made.

Collection

Children are to be collected promptly at the club end time of either 4.30pm or 5pm (depending on the club / chosen option of collection time). The collection times are set times. Failure to collect children at the collection time will incur an additional charge. Persistent failure to collect children at the agreed collection time may result in the child's place for the club being removed.

Fees and Payment

Payment needs to be made for all after-school clubs termly by ParentPay (for existing Infant School parents) or directly to the club provider by bank transfer. If there are issues with paying fees parents must speak to the After School Club Leaders or the Headteacher, as soon as possible, so a solution can be found. Unfortunately there is no refund for missed sessions. The After School Club Leaders, along with the Headteacher, will make regular reviews of charges and club provision.

Behaviour

We expect children to follow the same rules and expectations in terms of their behaviour as we do in school. We follow the school's behaviour policy, a copy of which is available on the website or from the school office. Where there are



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persistent problems with behaviour which cannot be resolved by following the school policy, we reserve the right to remove a child from After School Club either on a temporary fixed term or permanent basis.

Health and Safety

On registering your child for After School Club you will need to complete the forms provided by the Club Provider, which include details of emergency contact numbers, allergies and medical conditions and other key information. For school run clubs, this information is held and retained by the school. Where snacks are provided at school, these will take into account any known allergies for children in attendance.

Club Leaders

All club leaders will have an enhanced DBS check and have had appropriate training. The ratio of staff to children is in line with Government recommendations. The staff will keep a list of all members of the After School Club and an attendance register will be taken daily.

FAQs

For Stay and Play club, I have chosen a collection time of 4.30pm, but want to change this to 5pm. Can I do this?

Any requests from parent/carers to amend collection times will need to be reviewed and approved by school to ensure appropriate staffing is in place to meet the request before any change is made. Please contact the School Office in the first instance.

Can I flexibly pick up – for example, can I pick up at 4.45pm rather than 5pm?

Collection times are set times; at either 4.30pm or 5pm. This helps us to ensure adequate staffing and to make sure the Club Leader can stay with the children at the club at all times. If your child has an appointment which means that you would need to collect outside of collection times (for example, 4.15pm) please note the Club Leader will not be able to facilitate this.

What if my child does not attend club?

If your child is in school, but will not be attending club due to other plans (such as a playdate or appointment), please do let the School Office know. Unfortunately there is no refund for missed sessions.

I am entitled to pupil premium, and my child would like to attend a club.

Please contact the School Office; a club of your choice can be funded by school for one term.