

**OLDCASTLE
PRIMARY SCHOOL**

INSPIRE - MOTIVATE - EDUCATE

Goreu Cam, Cam Cyntaf - The most important step is the first step



Afterschool and Late Club Policy

Date - September 2026

After School Club Policy

What is the purpose of this policy?

The purpose of this policy is to describe how the school will deliver an After School Club and Late Club.

Aims

- To provide care for children within the school community that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued.
- To provide a range of structured play activities to engage and stimulate the children

Links with other school policies and practices

This policy links with several school policies, practices and action plans, including;

- Positive Behaviour Policy
- Complaints policy
- Safeguarding Policy
- Anti Bullying Policy
- Confidentiality Agreement
- Administration of Medicine Policy
- ALN Bill

About the Club

We wish to ensure that the children of our school are provided with supervised play activities in a safe and stimulating environment, the club is operated in the small school hall and children have access to the classroom off the main hall along with the main yard.

- The afterschool club is open Monday to Friday until 5:30 pm.
- The late club is open Monday to Friday until 3:45pm.
- The clubs are available for children from Reception to Year 6.
- Parents collect their children via the door located to the left of the main entrance.
- Children will be offered a light snack and drink (dietary requirements will be catered for).

School staff will collect children from their classrooms and take them to the small hall to be registered in the clubs. All children are signed in and out of the clubs.

Typical activities will include:

Art and craft activities.
Sports activities and team games.
Lego and construction.
Board games.

Prices:

From September 2026, the standard rate for the Afterschool Club is £12 per session. The standard rate for Late Club is £3. Should you collect your child late, a late fee may be charged, the charge is £9 for every 30 minutes you are late.

Booking:

Please book all spaces in advance of attending, the club is often fully booked and the school offers a waiting list if we are unable to offer you a space. The school can provide ad hoc child care if the school office is contacted by 12pm of that day and there is availability.

Your account must be in credit before your child attends either club, the school does not have credit facilities, and we cannot accept children into a club with any outstanding balance. You can credit your ParentPay account in advance and all fees will be deducted as your child attends.

Cancellations:

Cancellations must be made by 9am on the day of your booking, please ensure you notify us in advance of this time to avoid being charged. If your child is unwell, please let us know if they are due to attend either club so that we can cancel their place, you can use the attendance line to do this.

If you regularly cancel a regular booking we reserve the right to cancel your booking so that we can offer the space to another.

New starters

We will provide a transitional period for new starters to ensure that children are settled and adjusted to attending the club after school. We will work with parents, children and teaching staff to ensure the needs of the child are met.

How do we safeguard the health and safety of everyone at the club?

The protection and safeguarding of the child is the priority. At least one staff member must hold a current First Aid certificate: at the time of writing all staff members possess this qualification. The administration of medicines is carried out only under advice and according to school policy. The school takes all steps to promote safety and ensures precautions are taken to prevent accidents and procedures are in place for recording incidents. Action is taken to minimise risks, and the premises are kept clean. This is particularly important in food preparation where at least two staff members have a Food Hygiene Certificate.

Staff are trained in Child Protection procedures and follow these by handling concerns and allegations discreetly and sensitively and will pass information to the head teacher or other Designated Safeguarding Leads.

Are the children provided with food and drink?

Snacks are healthy and nutritious. Staff are seated with children during snack times and encourage a “family” type atmosphere. All food and drink complies with dietary and religious requirements.

What is our policy on Additional Learning Needs and Disabilities?

We are proactive in ensuring that any appropriate action is taken when a child is identified as such. Their welfare and development is promoted so that they have equal access to the play provision. Staffing arrangements are considered to meet the individual needs of children with special needs, **but unfortunately, we cannot offer 1:1 support for any child.** The environment is organised so these children have equal access to the available facilities and activities.

What is our policy on equal opportunities?

At Oldcastle Primary School, we value the cultural diversity of our children, parents and students. The governing body and staff actively promote equal opportunity and anti-discriminatory practices for all children and staff. Everyone should feel respected and valued, and special care should be taken to ensure that the more vulnerable members of our school community have their needs addressed.

What is our policy on behaviour?

The school's Positive Behaviour Policy will be followed to allow for consistency. We expect good behaviour and respect for others. The afterschool and late clubs reserve the right to withdraw the service if a child's behaviour is unacceptable.