



Diocese of Salisbury  
Academy Trust

*'Beyond expectations for all of God's children'*

# AFTER SCHOOL CLUB POLICY 2023 - 2024

## Dunbury CE Academy



*Strength in difference, together we are one,  
together we fly high.*

Dunbury  
Church of England Academy

### Statement of Intent

Our mission is to promote a love of learning in order to maximise the life chances of every child in our school. Through nurturing, high expectations and skilled teaching, we will have a lasting and positive impact on our local and wider community.

### Our Vision and Values

Our vision and values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens.

We create a safe and secure school family, deeply rooted in the Christian Faith, where all adults and children flourish side by side as learners and people, to be the best that they can be.

Within our school family, we develop confident learners who have a passion and curiosity for learning and a sense of pride in their own achievements and the achievements of others.

Every individual is cherished within our school family and know that they are loved unconditionally, where diversity is celebrated and opportunities for all are constantly sought.

Our school values underpin our school Christian ethos. These are respect, courage, friendship and trust. Our vision statement is -

***'Strength in difference, together we are one, together we fly high'.***

and this is underpinned by our Biblical statement -

***"... for we are all one in Christ" Galatians 3:28***

### Introduction

A wraparound childcare service (Breakfast Club and After School Club) is provided for both morning and after school sessions. These sessions are booked directly through Arbor. ***(Please note initially this will be just After School Club)***

### Registration, Payments and Bookings for After School Club

- A completed registration form and declaration form will be required for all children using the After School Club service.
- We **DO NOT** accept cash or cheque payments.
- All sessions will need to be paid for **in advance and in full** at the time of booking with the exception of payments through the Government Tax Free Childcare scheme as this is administered by the school. If you intend to pay using the Government Tax Free Childcare scheme, you **MUST** inform the office first.
- Payment can be made via the Government Tax Free Childcare Scheme (subject to eligibility criteria). In order to use this method of payment, you will need to:
  1. Register with HMRC and set up a personal account. HMRC will then process your payment and pay the school directly.
  2. Email your child's name, payment reference code, amount paid and state that it is payment for the After School Club to [office@dunbury.dsat.org.uk](mailto:office@dunbury.dsat.org.uk). Please also include the dates, session times and the amounts for each session in your email as this information will enable our finance team to credit your payment to your child's Arbor account.

### **Terms and Conditions**

1. After School Club runs during term time only and is closed during holidays and “INSET” (training) days.
2. The After School Club Registration Form must be completed before a child can be accepted into After School Club, as well as contact details and medical/allergy information, and must be kept up to date thereafter. Contact names and numbers must be valid for the time that your child is at After School Club.
3. All spaces are subject to availability and will be allocated on a first come first served basis. Please note that spaces are limited.
4. You will be able to cancel or amend your online bookings up to 3 days prior to the session taking place with no charge. Please be advised, however, that the online booking system will ‘lock’ 3 days prior to the booking taking place, to allow us to organise our staffing, resources and catering requirements and you will not be able to amend or cancel the booked sessions after this time frame. Payment will still be required for booked sessions even if your child does not attend e.g. sickness, goes on a play date, has a medical appointment etc. These **WILL NOT** be refunded.
5. Staff reserve the right to exclude children from the club if their behaviour is considered unsafe. Parents will be informed if a problem has arisen.
6. Our session times and fees are as follows: **(NB we are unable to offer Reception places Thursday and Friday)**

Session	Short After School Club	Middle Session	Full After School Club
Food Available	Drink and a snack. (biscuit/yoghurt/fruit)	Light bite e.g. piece of toast.	
Fee <i>NB Transport fee to Junior site to be confirmed.</i>	£4.50	£9.00	£10.50
Monday Reception to Year 6	3:15pm – 4:15pm	3:15pm – 5:15pm	3:15pm – 5:30pm.
Tuesday Reception to Year 6	3:15pm – 4:15pm	3:15pm – 5:15pm	3:15pm – 5:30pm
Wednesday Reception to Year 6	3:15pm – 4:15pm	3:15pm – 5:15pm	3:15pm – 5:30pm
Thursday Year 1 to Year 6	3:15pm – 4:15pm	3:15pm – 5:15pm	3:15pm – 5:30pm
Friday Year 1 to Year 6	3:15pm – 4:15pm	Not available	Not available

8. No child is to attend After School Club without a prior booking being made. In the event of an emergency, you will need to contact our school office to check availability and make payment on the same day, if a space is available.
10. There will be no refund/discount for early collection of your child.

11. If any parent is going to be unavoidably late for pick up from any of the after school sessions, (4:15pm / 5:15pm / 5:30pm pick up times), it is important that you contact us as soon as possible. Please call our Infant Base on 01929 471475. Failure to collect your child on time will result in you being charged for the next after school club session.

12. Full After School Club closes at 5:30pm promptly. There is no facility for an extension to this time. If you are going to be unavoidably late, it is important that you contact us as soon as possible, so that arrangements can be put in place. We reserve the right to impose a late collection fee of £5 for every 15 minutes late, in order to cover the additional costs of staff time for having to stay after their contracted hours.

13. Persistent late collection will result in your space being cancelled. We wish to provide this service but we also have to look after the wellbeing of staff.