



DIOCESE OF SOUTHWELL
& NOTTINGHAM
MULTI ACADEMY TRUST

Linby cum Papplewick C of E Primary School

After-School Club Policy

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1. INTRODUCTION AND AIMS

Linby cum Papplewick C of E Primary School is a small, nurturing village school nestled in the picturesque outskirts of Nottingham. Surrounded by natural beauty and rooted in a strong sense of community, we are proud to offer a warm and inclusive environment where both children and staff are deeply valued. Our ethos is shaped by the Christian values of dignity, community, wisdom, hope and love, which guide every aspect of school life. Inspired by our key scripture “May love and kindness be the motivation behind all that you do” (1 Corinthians 16:14)—we strive to ensure that compassion and integrity are at the heart of our policies and practices. Our school motto, Love life, love learning, grow in faith, reflects our commitment to fostering joyful learning, personal growth, and spiritual development for all.

Linby cum Papplewick C of E Primary School After-school Club was established in September 2023 to serve the whole school community (Reception to Year 6) and to provide a secure and friendly out of school hours environment. Play and learning are at the heart of our ethos.

The key aims of the club are:

- To provide the highest possible standard of care in a secure, caring and supportive environment, where children feel comfortable and happy during the after-school club sessions;
- To enable children to build positive relationships with peers and staff;
- To teach children new skills through games and outdoor activities;
- To create opportunities to support learning;
- To employ caring, qualified and supervisory staff.

2. BOOKING ARRANGEMENTS

Bookings for After-school Club are made by making a payment on SCOPAY. Please note, that After-school Club can be very popular and therefore a place cannot be guaranteed. Places will be strictly allocated on a first come first served basis. Bookings can be made on an on-going recurrent basis (same day(s) every week) or on a half-termly basis. For recurrent bookings, please contact the school office and we will load these patterns onto SCOPAY. These sessions **must be paid for** before your child attends the club.

The deadline for booking is 3pm on the Sunday of the week before you require the club. This is to ensure that our team can put the appropriate staffing levels in place to supervise children, maintain adult: child ratios and also to order the appropriate stock levels of food. Any changes to bookings or cancellation of bookings must be made at least 48 hours in advance. Parents can make these changes on the SCOPAY app. Payment for After-school Club sessions is made via SCOPAY or by childcare vouchers (see “payment arrangements” below for further details. You must make payment in advance of booked sessions).

Emergency (one-off) places that are required within the 48 hours notice period will incur an additional charge. The cost of an emergency place at the After-school Club is £14 for those wishing to stay after 4:30pm and £6 for those staying until 4:30pm.

The After-school Club team will not be permitted to allow a child to attend who has not booked and paid for a place in advance as per this policy – this is to ensure safeguarding compliance with adult: child ratios and other health and safety requirements. Sessions missed, including those through illness, will be chargeable.

3. PAYMENT ARRANGEMENTS

You can pay for sessions as follows:

SCOPAY

You can pay for After-school Club with your credit/debit card through a secure online portal. A charge is recorded each session your child attends so you can manage your child's account effectively. You should maintain a credit balance on your child's account at all times. You will be provided with SCOPAY activation information when your child enrolls in school.

Childcare Vouchers

You can pay for After-school Club using childcare vouchers. If you wish to pay using this method please contact the school office who can confirm whether we have an account set up with your childcare provider – if not we can set one up but will require reasonable notice for this.

Vouchers payments are credited to your child's SCOPAY account so you can manage the account effectively. Please ensure remittance advices are copied to office@lcp.snmat.org.uk with the reference of the dates paid for.

Tax Free Childcare scheme

You can pay for the club using the Government's tax free childcare scheme. For every £8 you add to your account the Government will add a further £2. Please visit www.gov.uk/get-tax-free-childcare for more details. As above, please register with the school office.

4. TIMINGS AND COSTS

Sessions run from Monday to Friday from 3:30 pm to 6:00 pm. during term time.

Age Range: Reception to Year 6

Cost: £11.50 per session (3:30 pm – 6:00 pm, snack included)

£5.00 per session (3:30 pm – 4:30 pm, no snack included)

If a child attending the 1-hour session is collected later than 4.30pm, the full session price of £11.50 will be charged.

Late collection charges after 6 pm- £5.50 per 15 minutes.

These charges are to cover the overtime costs of staff who must wait with the child(ren).

The After School Club Manager reserves the right to refuse bookings for parents who consistently breach the final collection time.

Payment is to be made in advance for all booked sessions. Breaches of our payment policy and if your account falls into arrears, we will withdraw your child's / children's place.

5. COLLECTION ARRANGEMENTS

Children should be collected from the designated pick-up point either before 4.30pm or before 6pm by the nominated adult. The After-school Club Manager/safeguarding officer will contact parents if someone other than the designated adult arrives to collect the child, or if they suspect the adult is under the influence of drugs or alcohol.

6. EMERGENCY NON-NOTIFIED CARE ARRANGEMENTS

Children not booked into After-school club that are not collected from class at the end of the school day will be sent to After-school Club for emergency non-notified care at 3.45pm. To maintain the correct adult to child ratios, an emergency additional member of After-school staff will be organised. To cover this, an automatic charge will be added to the child's SCOPAY account as follows:

Child collected by 4:30pm - £6

Child collected after 4:30pm - £14

7. SNACKS

Linby cum Papplewick C of E Primary School is a 'Healthy School'; therefore, the club will be run in line with this. Children will be provided with a healthy snack, such as a wrap and fruit.

8. BEHAVIOUR

Our aim is to create a fun, caring environment where children are expected and encouraged to act kindly and considerately towards their peers and the staff. Incidents of inappropriate behaviour at After-school Club will be reported to the Co-Headteachers and the After-school Club Manager will speak to the parents/ carers of the child(ren) involved. After-school Club reserves the right to refuse bookings for children who persistently behave inappropriately.

9. ACTIVITIES

Play and learning are at the heart of our ethos. Activities are child-led, helping children to develop positive attitudes to independent learning through play and positive relationships with the children and adults. The club offers a wide range of activities. The programme takes into account the time of year, incorporating special occasions and multi-cultural celebrations. Resources such as arts, crafts, board games, books and construction toys are readily available on a daily basis.

10. STAFFING

After-school Club is run by experienced staff, who are highly qualified in children's care, learning, development and play work. They and the school's management are all committed to attending training to help them to continually develop their skills and knowledge even further, benefitting the children in our care. All staff are in possession of an Enhanced DBS certificate and conform to all of the school's employment requirements. Staff are suitably qualified in First Aid and Food Hygiene. Appropriate adult: child-staffing ratios will be strictly maintained at all times

11. HEALTH & SAFETY/ RISK ASSESSMENTS

The club operates under the school's Health & Safety Policy and appropriate risk assessments have been undertaken for all activities carried out within the club. Pupil registration forms, including allergies and emergency contact information are held by the After-school Club Manager who has use of a school phone when necessary. In the event of a fire, After-school Club staff will escort pupils out of the hall and vacate the building via the nearest fire exit, after which they will assemble in the nearest fire assembly point. Appropriate fire evacuation signage is displayed in the dining hall.