



# Deanwood Primary School

## After School Clubs Attendance Policy

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**Policy Scope:** Deanwood Primary School

**Responsibility:** Local Academy Board

**Review Frequency:** Annually

**Review Date:** July 2025

The Governing Body of Deanwood Primary School adopted this policy in May 2024.

Signed by D Giles, Chair of Governors

A handwritten signature in black ink, appearing to read "D Giles", with a horizontal line underneath.

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## **Statement of intent**

[Deanwood Primary School](#) believes in creating a safe, welcoming and stimulating environment for all the children in its care. The school believes that a safe social atmosphere helps children of all ages to develop their social skills and confidence. In order to help and support parents, the school aims to provide an affordable and convenient wraparound childcare service. Breakfast and After-School clubs are made available to children aged [4](#) to [11](#), allowing parents more flexibility with their working hours. The clubs cater for up to [30](#) children at a time, ensuring that there is a staff to child ratio of [1:15](#) at all times.

The school also provides numerous extracurricular clubs and activities as a method of developing children's social, behavioral and academic skills. All clubs and activities are conducted to the same high standard as that of the educational provision.

Wraparound and extracurricular clubs and activities, may include provision by external providers – appropriate safeguarding procedures will be followed with regards to these.

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc Act 1974
- Children Act 2004
- Equality Act 2010
- Children and Families Act 2014
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2023) 'Keeping children safe in education'
- DfE (2016) 'Wraparound and holiday childcare'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Attendance Policy
- Data Protection Policy
- Food Policy
- Child Protection and Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- Anti-bullying Policy
- Complaints Procedures Policy
- Health and Safety Policy
- Behaviour Policy

## 2. Wraparound childcare

Wraparound childcare is defined as childcare provided by a school that runs outside of normal school hours, e.g. breakfast clubs. Parents have the right to request that the school considers the provision of wraparound for children in [Reception](#) up to Year [6](#).

The charges for wraparound childcare will be broadly cost neutral. Any profit that the school makes from providing these services will be reinvested in the service or in the school.

## 3. Admissions and fees

Admissions to the wraparound services is only available to children who attend Deanwood School and pupil premium may be used to enable disadvantaged pupils to attend.

Registration for the wraparound services is managed entirely online via Arbor the school's Management Information System (Arbor). Payment is required at the time of booking and can be made up to ½ hour before the clubs are due to start. The only exception being for families using the Childcare vouchers scheme, where by bookings can be made in advance of payment.

The bookings then form a daily register for each club.

The standard daily fee for attending the breakfast club is £5.50. 7:30am – 8:30am

The standard daily fee for attending the after-school club varies dependent on collection time.

- 3:30pm – 4pm £5.50
- 3:30pm – 5pm £7.50
- 3:30pm – 6pm £9.00

Any cancellation requests must be received 24 hours before the date of the booking, in these instances a full refund will be arranged. No refunds will be available if less than 24 hours notice is given.

The staff to child ratio for our school's wraparound services is [1:15](#). When activities involve leaving the school premises, this ratio changes to [1:10](#).

## 4. Arrivals and departures

The school is fully committed to the safety and security of all the children in its wraparound, clubs; therefore, several procedures are in place for when children arrive at a breakfast or after-school club:

### Breakfast clubs

- Parents must drop their child off at the breakfast club.
- Attendance is recorded in the breakfast club's register daily.
- A member of the club staff will escort pupils from the breakfast club to their respective classes.
- The club staff member will inform the class teacher of any pupils that did not attend the breakfast club as expected; the school will follow its Attendance and Absence Policy if the whereabouts of those pupils remain unknown after registration is called.

### After-school clubs

- The collection point is the [school dining hall](#)
- [Two](#) members of staff from the after-school club will wait at the collection point until all pupils booked on the daily register are accounted for.
- [Reception, Year 1](#) and [Year 2](#) pupils will be escorted to the collection point by [their class teachers](#) and recorded in the after-school club's register upon arrival, whilst older pupils will find their own way to the collection point. If a pupil arrives at the collection point, but is not on the register, a staff member will check with the school and the parent before turning the pupil away.
- The two members of staff from the after-school club will escort all the pupils to the club.
- Where there are children booked to attend the club, but they have not arrived, the club will call the children's parents immediately.
- Where parents cannot be contacted, and the whereabouts of any children remains unknown, the club will follow the procedures outlined in [section 6](#) of this policy.

Children over [10](#) years old can leave the premises unaccompanied if written permission is given by the parent.

Children under [10](#) years old are not permitted to leave the premises unaccompanied.

## 5. Involving parents

The school aims to achieve effective communication with parents; therefore, it has the following protocols in place to ensure effective information sharing:

- Parents are invited to visit the facilities before their child attends.
- All the club's policies are available on the school's website, and hard copies are also available upon request.
- All members of staff take note of information from parents that could affect the happiness and wellbeing of their child.
- Parents are welcomed at the collection point to exchange information and provide updates on their child's wellbeing.

## 6. Missing child procedure

The school has procedures in place to ensure the safety and wellbeing of all the children in the school's care.

The school ensures it holds at least two emergency contacts for each pupil registered at the club.

All staff are informed of the missing child procedure as part of their induction.

If at any time a child cannot be located, the following steps are taken:

- All members of staff are alerted that a pupil is missing.
- Members of staff conduct a search of the premises and the surrounding area.
- At least **one** member(s) of staff stays with the other children involved in the club, in order to prevent further problems and keep a calm atmosphere.
- If the child is not located within **10** minutes, the police and the parents of the child are informed.
- The search for the child continues until the police arrive..
- The Head of School liaises with the police and the parents of the child.

## 7. Uncollected children

Staff members do their best to ensure effective communication between clubs and parents. If a parent is late on the first occasion, the following procedures are followed:

- The parent is reminded that they must notify a member of staff if are running late
- The parent is warned that repeated late arrivals will result in penalty fees being payable.
- The late collection fees equates to £1 for every minute a child is collected after their booked pick up time. This includes all collection times from 4pm until 6pm.

If the parent is late again, the following procedure is followed:

- A member of staff will contact the parent using the details provided on Arbor.
- If contact is not made, a message is left. The member of staff then attempts to reach the emergency contacts listed on the Arbor
- For the duration of the wait, the child is supervised by **two** members of staff
- When the parent arrives, they are advised a penalty notice will be issued payable online via their child's Arbor account.
- The fees equate to £1 for every minute late and is per child.
- Persistent lateness may result in access to the clubs being withdrawn

If the parent is more than **30** minutes late, the following procedures are followed:

- If a member of staff has not reached the parent or an emergency contact, they contact the local social care team for advice
- The child remains on the premises with a member of staff, or is placed with the local social care team
- If the child has left the premises with the local social care team, a note is left on the door to the club informing the parent of the child's location. A contact number and address is displayed.

## 8. Health and safety

All members of staff at the school are aware of their responsibilities and duties in regards to the Health and Safety Policy. All members of staff are responsible for:

- Recording incidents, accidents and near misses.
- Maintaining a safe environment for children and adults.
- Taking part in any relevant health and safety training.

## 9. Safeguarding

All members of staff and volunteers are suitable to be working with children in wraparound care – anyone without the appropriate checks will be supervised by a member of staff who is permitted to undertake regulated activity with children.

All staff employed to work with children in wraparound care, up to the age of 8, are permitted to work with children and are not disqualified from working in a school, in accordance with the Childcare Disqualifications Regulations 2018.

Child protection and safeguarding extends to all wraparound care provision and the school expects all staff and volunteers involved in the provision of wraparound care to read and adhere to the Child Protection and Safeguarding Policy.

The Child Protection and Safeguarding Policy is provided to all staff and volunteers involved in wraparound care upon induction.

Any safeguarding matters are raised with the DSL or deputy DSL as soon as possible. In the event that the DSL or a deputy are not available before or after school hours, safeguarding issues are raised with a named nominated person, e.g. the headteacher, who then informs the DSL as soon as possible.

## 10. Illness and injury

In the event of illness or injury, the school will act in accordance with the Health and Safety Policy and the First Aid Policy.

Staff are trained in first aid and are aware of their duties if a child is injured or becomes ill. In cases of minor illness or injury, the following procedures will be adhered to:

- If a child becomes ill, the parents are contacted and asked to collect their child
- If a child is complaining of illness, but the member of staff does not believe it is serious, they monitor the child until the end of the session
- If a child suffers a minor injury, first aid is administered and the child is closely monitored for the rest of the session

If a child suffers a major injury or becomes seriously ill, the following procedures are implemented:

- If a child needs to go to the hospital, an ambulance is called and if available a member of staff accompanies them
- The parents of the child are notified immediately
- Following the incident, members of staff conduct a review of the incident in order to prevent any such incident from occurring in the future

## 11. Medication

Members of staff always act in accordance with the school's Supporting Pupils with Medical Conditions Policy and Administering Medication Policy.

Members of staff are aware of the importance of administering prescribed medication to children. The school and its clubs understand that parental consent is crucial and has the following rules in place for administering medication to pupils:

- Before any medication is given, the child's medical forms are checked to see if the medication has been approved by the parent.
- Details of the process are recorded on the child's medication form.
- If a child refuses to take the medication, the member of staff does not administer it. The parent is notified immediately.
- If a certain medication requires training to administer medication, only members of staff with the relevant training will administer it.
- If there are changes to the dosage or frequency of the medication, the changes are recorded on the medical forms. Parents are required to sign the forms again before any change in procedure.

## 12. Behaviour

The school's wraparound childcare services are subject to the existing Behaviour Policy; disciplinary issues are reported to the parents of the child.

Repeated breaches of the Behaviour Policy may result in the child being barred from attending the clubs.

Any outstanding fees paid by the parent are returned if a child is barred from attending the clubs.

## 13. Anti-bullying Policy

The school has a strict Anti-bullying Policy which is implemented at all times.

Any child who is the victim of bullying is supported in a sympathetic and friendly manner. If bullying is reported, it is noted and investigated by a member of staff and the parents of both children are informed.

The school defines bullying as repeated harassment of others, including psychological, physical, verbal or emotional abuse.

If it is discovered that bullying has taken place, the following procedures are adhered to:

- Incidents are dealt with in a sensitive and thorough way
- Victims have the chance to discuss what happened with a member of staff
- Victims of bullying are reassured that the case will be taken seriously
- Victims of bullying are monitored to ensure further incidents do not occur
- If another pupil reported the incident, they are reassured that they did the right thing
- The child who is accused of bullying is made to understand why their behaviour was wrong
- If the bullying persists, more serious action, such as exclusion, is considered
- All incidents are reported to the headteacher, and incidents are recorded and investigated.

Bullying of a sexual nature will **never** be tolerated and will be addressed according to the procedures outlined in the school's Child Protection and Safeguarding Policy. Where crimes, such as rape, assault by penetration, sexual assault and up-skirting, are included in a report of bullying, the police will be notified.

## 14. Emergency evacuation/closure

In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, the clubs are closed.

In the case of an emergency, the following procedures are followed:

- Emergency services are contacted
- All children are evacuated from the building and taken to the designated emergency assembly point – currently, this is by the steps towards the back of the Key Stage 2 playground.
- A member of staff collects the register and checks that all the children are at the emergency assembly point
- If a child is missing from the emergency assembly point, the emergency services are immediately informed
- Parents are contacted to collect their children
- All children remain at the emergency assembly point until they are collected by their parent

If a child has not been collected after an emergency evacuation & closure, members of staff will follow the [Uncollected child procedure](#), detailed in Section 7.