

Belgrave St. Bartholomew's Academy

Principal: Mr G. Barlow



'ABC Club' Policy - Before and After School Club 2025-6

If you would like this translated in Urdu, please contact the school office.

آپ اردو ترجمہ میں یہ خط چاہتے ہیں تو، اسکول کے دفتر سے رابطہ کریں۔

ABC CLUB - BEFORE AND AFTER SCHOOL CLUB

Introduction

The 'ABC Club' is a before and after school club that is run by Belgrave St. Bartholomew's Academy on the school site. It is an extended school activity club designed to allow pupils to be in school before the school day begins and after it finishes, Monday to Friday, during term time only.

All parents must complete a registration form for each child or children attending the club and sign an agreement to adhere to the terms of this policy (please refer to 'ABC Club Registration Pack', which can be found at the end of this policy). A copy of the costing can also be found in the Registration Pack - Appendix B).

Administration Information

Please note, places are provided on a first come, first served basis and a waiting list will operate if required.

Pupil's details, relevant medical conditions, allergies and parents/carers contact numbers are kept in the register. An additional emergency contact name, address and telephone number is kept in the school office. It is the responsibility of the parents to ensure that the office is informed of contact changes. Parents/carers will need to authorise any additional carer to collect their child/children, these details will be kept with the register and the child or children will only be handed to the person/persons on file. All pupils will need to be signed out when collected. There is a direct number for the 'ABC Club', 01782 486341, to be used by parents in an emergency situation between 4:15pm and 5.30pm only. Parents must inform the club staff if their child is absent from school or will not be attending by contacting the school office during the school day and leaving a message.

Organisation/Routine

'The ABC Club' is located in the main school building.

Parents can continue to park on the main school car park if dropping off early or collecting children later when there are less cars on the staff car park. Please be mindful of busy periods in the car park and take care not to block in any other cars, potentially causing a hazard. Parents/carers can also park around the school site, but again please be mindful to not block driveways or park on yellow lines.

Please then walk down the driveway to the left-hand side of the school building (where deliveries are taken). Walk down the driveway, past the classrooms on your right-hand side and you will see the green double glass doors further down on your right with an 'ABC Club' sign on the doors. Please enter the 'ABC Club' from here. A map is attached to this policy.

Before School Club

- The club is open from 7.30am and parents are required to bring their child/children directly to the club and sign them in to a member of staff.
- Pupils will be offered a choice of cereal or toast, along with water or squash for breakfast.
- At 8.25am the pupils are taken to their classrooms, ready for the start of the day.

After School Club

- The club is open straight after school from 3.10pm until 5.30pm and all pupils are brought from their classroom to the 'ABC Club' by a member of staff from the school.
- Children who are booked onto the 'short afternoon' session will need to be collected by 4.30pm to avoid a late charge.

- Children who are booked onto the 'full afternoon' session will need to be collected by 5.30pm to avoid a late charge.
- A snack, such as a sandwich or toast and yogurt or fruit will be provided, along with a drink of water or squash.

We offer a range of free choice activities including board games, toys, colouring, arts and crafts, as well as outdoor play (weather permitting) and group games. Seasonal activities are also taken part in, linked to major celebrations or special events. This includes, but is not limited to, Christmas, Eid and Bonfire Night.

In case of fire, the register will be taken out of the 'ABC Room' with a staff member and taken with the pupils to the meeting point on the KS2 playground.

First Aid

- All accidents will be recorded on Medical Tracker and will be accurately reported to the parents/carers upon collection and signed by a member of the club staff.
- Accident recording and reporting will be in line with the school's First Aid Policy.
- There will always be at least one paediatric qualified first aider at the club who will deal with all accidents.
- If a child is unwell or injured, the school's First Aid Policy and procedures will be followed as per a normal school day and a parent/carer will be contacted. If a parent/carer or nominated person as stated on the registration forms cannot be contacted, then the decision may be made for staff to seek medical attention if appropriate.

Behaviour

- Pupils attending the 'ABC Club' are expected to behave according to the expectations set out in the school's Relationship, Communication and Behaviour Policy and in line with the school's CCR Values.
- If there are any concerns with regards to behaviour, parents/carers will be contacted accordingly.
- If any disruptive, rude or dangerous behaviour is continuous, the club has the right to exclude the pupil from the provision. This will be discussed with the parent beforehand and is only in exceptional circumstances.
- For a pupil who has been excluded from ABC provision, re-admission will be provided following consultation with the family, after a period of sustained improvement in conduct.

Uncollected children

- For a short session, if a child has not been collected by 4.30pm, a late charge of £4 will be levied.
- If a child has not been collected by 5.30pm, parents/carers will be contacted in the first instance by telephone.
- If these contacts are unavailable, after approximately 30 minutes from the club ending at 5.30pm, a member of the Senior Leadership Team will be contacted and the police and Social Care will be informed.
- A charge will be levied for late collection. A fee will be applied from 5.30pm onwards at £1 per minute per child.
- For children not attending ABC but not collected from school at their usual collection time, parents/carers will be contacted and the child will be placed in ABC club. A charge of £4 will be incurred if the child is collected within 30 minutes. If the child is not collected within 30 minutes, the full session cost will be charged.

Staffing and Supervision

- The pupils are supervised at all times in accordance with recommended ratios.
- All members of staff are DBS checked.
- At least one member of staff on duty will hold a current paediatric first aid certificate and at least one member of staff on duty will have attended the food hygiene course.

Payment of fees

- It is a requirement of the club that parents pay their fees at time of booking through the ParentPay system.
- The parent completing the club registration form is known as the 'contracting parent' and is responsible for the payment of all fees.
- Any parent experiencing difficulty with the payment of their fees should contact the Principal to discuss this. All conversations will be treated with complete confidence.

Attendance

- Booked places can only be taken up once the completed registration form has been submitted.
- Any sessions that have been booked but not attended are still subject to the full charges.
- Booked places can be cancelled in advance, using ParentPay.

Risk Assessment

- A risk assessment has been carried out for the 'ABC Club'.

Policies

- The 'ABC Club' is subject to the school's policies and procedures. Copies of all our policies are available on our school website and from the school office on request.

Date: September 2025

Review date: September 2026

Map and directions to the ABC Club location:

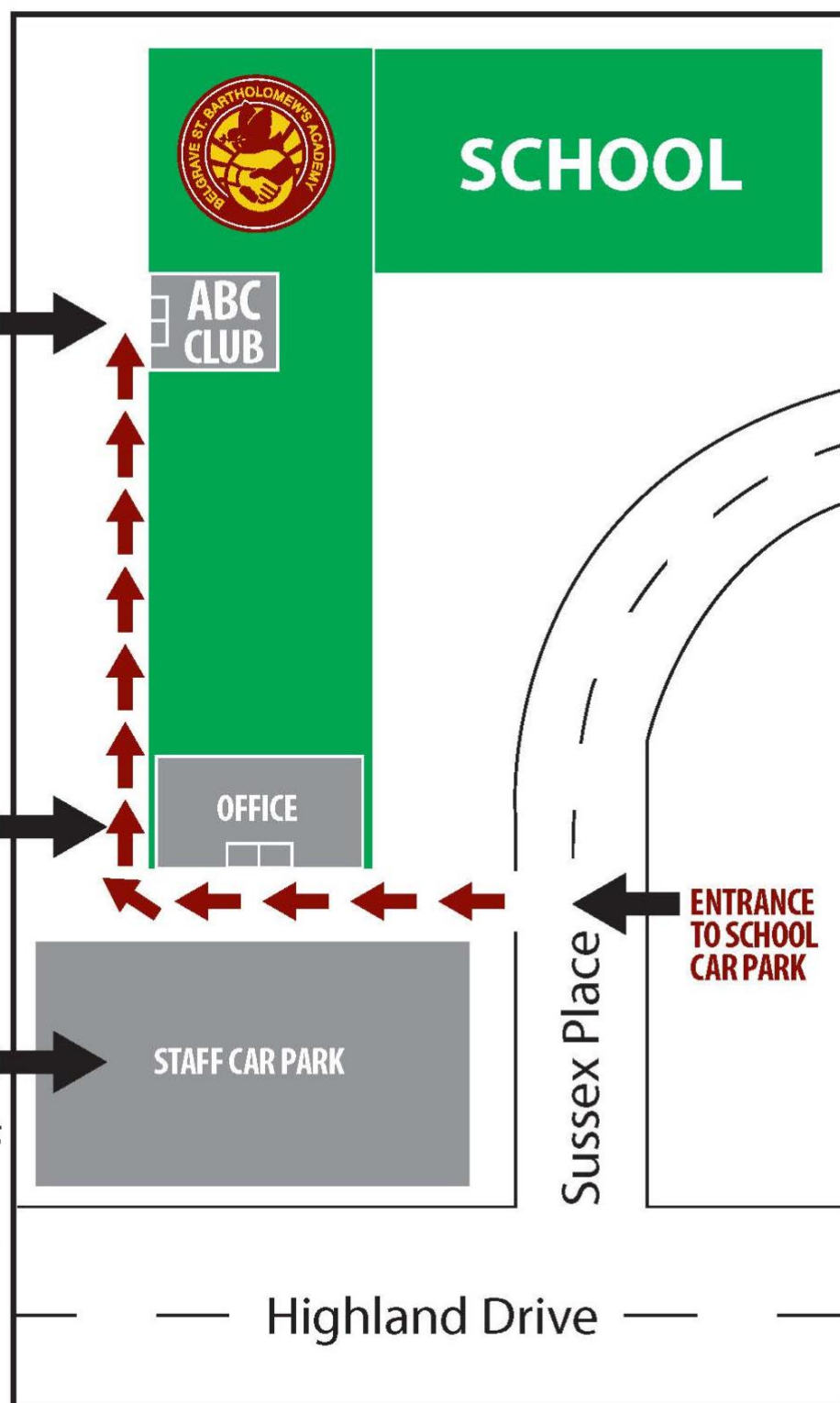
ABC NEW LOCATION

ABC Club will now be located within the main school building. To access the ABC Club you will need to follow the path from our new school office down the side of the main building, where you will find a set of double doors taking you into the ABC Club.

NEW SCHOOL OFFICE

STAFF CAR PARK

Please be mindful of busy periods in the car park and not blocking in any other cars or potentially causing a hazard to anyone. Parents/carers can also park around the school site, but please be mindful to not block driveways or park on yellow lines.



Belgrave St. Bartholomew's Academy

Principal: Mr G. Barlow



'ABC Club' - Before and After School Club

Registration Pack

If you would like this translated in Urdu, please contact the school office.

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ABC Club' - Before and After School Club

Terms & Conditions

Appendix A

- A booking is deemed to have been accepted when the completed and signed registration form has been submitted and the required places confirmed on the ParentPay system. The registration form should provide three named contacts that would be able to collect your child. In all cases, acceptance of places will be subject to availability. The 'ABC Club' opening times are 7.30am – 8.25am and 3.10pm – 5.30pm.
- Bookings are made on the ParentPay system on a 'first come, first serve' basis.
- The school reserves the right to decline or to withdraw place/s
 - in the event of persistent late pick-ups.
 - in the event of repeated or inappropriate behaviour.
- If 'ABC Club' is unable to meet the needs of a child, they have the right to review the place allocated.
- Payment may be made through ParentPay, at time of booking only.
- Un-cancelled places are payable even if not attended due to illness or holidays. They will also be payable if your child is chosen to represent school for an after school activity as a place will remain available should the event be cancelled.
- An additional charge will be made in the event of late pick-ups, past from After School sessions. Late pick-ups past 5.30 will be charged at an additional £1 per minute, per child, from 5.30pm.
- Where a child has not been collected by 6.00pm and attempts to contact the parent or nominated carer have failed, the school will implement Safeguarding Procedures. At this point the 'ABC Club' will contact a member of the Senior Leadership Team, whereby the Police will be contacted and report the non-collection to the Duty Social Services contact.
- Any changes to pick up arrangements must be made in advance by telephone to the school office 8.00am-4:15pm on 01782 486341, or the 'ABC Club' from 4:15pm onwards on 01782 486341. Any changes must be made by an adult authorised on the booking form or known to the school. (This is to ensure legal safeguarding requirements are met).

I have read and understood and agree to comply with 'ABC Club' Terms & Conditions.

Child/Children's Name(s):

.....

.....

Signed: Date:

Print Name:

Relationship to child/children:

'ABC Club' - Before and After School Club Charging

Appendix B

Before School Club from 7.30am	£4.00 per session
After School Club until 5.30pm	£7.00 per session
After school Club until 4.30pm (short session)	£5.00 per session
Sibling Discount (applies to all siblings booked at the same time)	-£1.00 per session
Late Collection Charge (up to 30 minutes)	£4.00
Late Collection Charge after 5.30pm	£1.00 per minute

‘ABC Club’ - Before and After School Club
Registration Forms
Appendix C

Child/Children’s Personal Information

FULL NAME/S:			
Date(s) of birth:			
Home address:			
Post Code:		Telephone:	

Parent/Carer information 1

Title:		FULL NAME:	
Home No:			
Mobile No:			
Work No:			

Parent/Carer information 2

Title:		FULL NAME:	
Home No:			
Mobile No:			
Work No:			

Additional contact information

Title:		FULL NAME:	
Home No:			
Mobile No:			
Work No:			

Child/Children's medical information

Doctor's Practice, name and address:		Medical conditions:	<i>If there is more than one child on this registration form, please clearly write which child or children have the medical condition/s.</i>

I agree that staff can administer first aid to my child/children in an emergency medical situation.

Yes ☐ No ☐

DIETARY INFORMATION *(if different for each child, please specify)*

Vegetarian ☐

Vegan ☐

Halal ☐

Allergy information *(please include child/children's name):*

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Does your child/children have any additional needs we should be aware of?

Yes ☐ No ☐

If so, please give details in the box below.

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Nominated individuals authorised to collect your child/children from 'ABC Club'

The following people have my authority to collect my child from 'ABC Club – before and after school club.

Please provide on the list below the full names of all the individuals authorised to collect your child from 'ABC Club', including parents and carers.

	Full Name	Relationship to child/children
1		
2		
3		

If 'ABC Club' staff have been informed that one person is collecting your child and this changes, please inform 'ABC Club' beforehand on 01782 236999 from 3.00pm.

Any further information about your child/children that you would like to provide.

I can confirm that all of the information above is correct. []

I can confirm that I have read, understand and agree to the terms and conditions as outlined in the policy. []

Signed: Date:

Print Name:

Relationship to child/children: