# Before and After School Club Policy
# VERSION: September 2026
# REVIEW: September 2027

**INTRODUCTION**

Based at Ashby Hill Top Primary School, Hill Top Kids Club is our school run before and after school club. We aim to provide an affordable, safe and nurturing environment for children before the start and end of the school day. We aim to provide a secure and relaxed yet stimulating environment, offering a range of activities to children in our care.

The purpose of this policy is to:

- Provide clear guidelines and procedures for the operation of the Hill Top Kids Club at Ashby Hill Top Primary School

This policy should be read alongside our safeguarding, allergies, healthy eating, behaviour, anti-bullying, equality policy and the Symphony Learning Trust health and safety policy and food safety guidance.

**ROLES AND RESPONSIBILITIES**

**School Leadership Team**

The school leadership team is responsible for:

- Ensuring the effective implementation and management of the Hill Top Kids Club
- Appointing designated staff members to oversee the daily operations of the Hill Top Kids Club
- Monitoring the quality of the breakfast/tea provided and ensuring it meets the nutritional standards outlined in the School Food Standards
- Ensuring the safety and well-being of children attending the Hill Top Kids Club
- Regularly reviewing and updating the policy in line with changes in legislation and best practices

**Hill Top Kids Club Manager**

Hill Top Kids Club Manager is responsible for:

- Planning and organising the daily activities of the Hill Top Kids Club
- Ensuring the smooth running of the Hill Top Kids Club, including registration, supervision, and meal provision
- Communicating with parents and guardians regarding the operation of the Hill Top Kids Club
- Maintaining accurate records of attendance and any incidents that occur during the club
- Liaising with the school leadership team and other staff members to address any issues or concerns
- Supervising children at Hill Top Kids Club
- Promoting positive behaviour and maintaining a safe and inclusive environment
- Assisting with the serving of food and ensuring children have access to nutritious food options

**Parents and Guardians**

Parents and guardians are responsible for:

- Registering their child for Hill Top Kids Club and providing accurate contact information
- Informing the school of any dietary requirements or allergies their child may have
- Handing their child over to a member of staff
- Communicating any concerns or issues regarding the Hill Top Kids Club to the Business Manager or Executive Headteacher.

**REGISTRATION, BOOKINGS AND PAYMENT**

- Only children attending Ashby Hill Top Primary School are eligible to attend Hill Top Kids Club
- To register interest in booking a place, contact: hilltopkidsclub@ashbyhilltop.leics.sch.uk
- To book a session go to https://ashbyhilltop.magicbooking.co.uk
- Contact and medical information for children needs to be entered onto the booking in system at registration. It is the parents' responsibility to update this if their medical information changes.
- Places booked will be repeated every week until the parent notifies the school, in writing, to cancel the whole or part of the booking (1 weeks' notice).
- Once places are booked, fees will be charged even in the event of non-attendance.
- Places may be cancelled in writing (email acceptable) with 1 week's notice.
- Places are strictly limited to adhere to Safeguarding and Health & Safety policies.
- Children must not attend without having their place confirmed through the booking system
- Ad-hoc bookings can be made with 1 working day's notice, provided spare places are available.
- Payment for each session should be paid in advance or on an agreed payment plan. Other payment schedules may be considered in agreement with the School Business Manager.
- Ad-hoc bookings should be paid in advance as soon as possible following confirmation.
- Payment must be made online via Magic Booking using a credit or debit card, or by a recognised Childcare Voucher Scheme which the school has registered with.
- Fees must be paid in advance, otherwise places may be withdrawn temporarily or permanently, at the Headteacher's discretion.
- Any payments not received will mean your child will be turned away on drop off.

**Current fees:**

| **Hill Top Kids (March 2025)** | |
|---|---|
| Breakfast club 7.30am to 8.45am: | £8 per session (price includes breakfast) |
| Afterschool club option 1:<br>3.25pm to 4.30pm: | £8 per session (price includes a light dinner which is served at 4.00pm) |
| Afterschool club option 2:<br>3.25pm to 6.00pm | £15 per session (price includes a light dinner which is served at 4.00pm) |

**ATTENDANCE AND DROP OFF**

Parents and carers must accompany their children to breakfast club, via the double doors near the front of school. Please ring the bell and a member of staff will open the door and will sign your child in. At the end of the breakfast club session, children in EYFS will be taken to their classroom. Other children will make their own way to class.

At the beginning of the after-school club session, children from EYFS will be collected from their classrooms and taken to the club by a member of staff. Children from Year 1 to Year 6 make their own way to the club. A register is taken as children arrive in our care, and a member of staff will sign children

out when they are collected.

We expect that your child will normally be collected by the collectors who you have named during the registration process. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child to a person unknown to us without your authorisation, and we will not release your child to anyone under the age of 16.

**The club's session time ends at 6.00pm**. If you are delayed for any reason, please telephone the club mobile to let us know. A late payment fee of £10.00 will be charged at the start of every 15 minutes that a parent is late. This is to ensure any extra staff wages and any other costs incurred are covered. If your child remains uncollected over 30 minutes after the end of the booked session, and you have not notified us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our Uncollected Children Policy.

**BEHAVIOUR (CHILDREN)**
**Hill Top Kids Club Behaviour**

**At Hill Top Kids Club we follow The Hill Top Way:**

| Be ready | Be respectful | Be safe |
|---|---|---|
| Be in the right place at the right time<br>Line up when asked<br>Be tidy and organised<br>Listen carefully<br>Show positive body language | Kind words<br>Show good manners/be polite<br>Share, take turns<br>Show respect to all adults<br>Respect the opinions of others<br>Care for the environment<br>Care for equipment | Kind hands, kind feet<br>Make good choices<br>Care for yourself and each other<br>Move around school safely and calmly<br>Follow instructions straight away |

The club welcomes children from EYFS (Early Years Foundation Stage) through to Year 6 and can accommodate up to 50 children. Given the club's busy environment, it's essential to follow the rules carefully to ensure everyone feels happy, healthy, and safe.

**STEPS FOR DEALING WITH POOR BEHAVIOUR**
If children are not showing appropriate behaviours, staff will follow these steps.

**Step 1: Friendly Reminder**
A friendly reminder of expected behaviour

**Step 2: A Warning**
- Warning is given if children fail to adjust behaviour following a reminder
- Warnings given 1:1/privately/discretely where possible
- Warn that if the unexpected behaviours continue, there will be a consequence

**Step 3: Time Out**
- Child spends 5 minutes in time out, away from the other children

**Red card**
- Red cards are given for:
    - violence (physical contact made with the intention to harm)
    - persistent taunting/teasing/bullying behaviour
- Child spends 10 minutes in time out, away from the other children

- A member of Hill Top Kids Club staff will have restorative conversation with the child
- Parents to be notified
- SLT will be notified via CPOMS
- SLT will keep a record of those children who receive time out or a red card.

We aim to collaborate with families to support children in being successful at the club and to help them modify any unwanted behaviours.

If a child receives 3 red cards in a 4-week period, they will receive a formal warning.

Any further red cards (within a 4-week period) will result in the child's place at Hill Top Kids Club being withdrawn.

**ADDITIONAL NEEDS**

We make every effort to accommodate and welcome any child with additional needs. We will liaise with parents or carers and relevant professionals to fully understand your child's specific requirements. If your child is supported 1:1 in school, please contact a member of SLT before booking a place in Hill Top Kids Club. We will endeavour to accommodate all children; each case will be considered individually and risk-assessed to ensure everyone's safety.

**BEHAVIOUR (ADULTS)**

We will not tolerate from any person, whether a parent, carer, or visitor: bullying; aggressive, confrontational, or threatening behaviour; or behaviour intended to result in conflict. The Nook is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises. (Please see the Parent/Carer Code of Conduct for further details)

**EQUAL OPPORTUNITIES**

Hill Top Kids Club provides a safe and caring environment, free from discrimination, for everyone in our community, including children with additional needs. We respect the different racial origins, religions, cultures, and languages in a multi-ethnic society, so that each child is valued as an individual, without racial or gender stereotyping. We will challenge inappropriate attitudes and practices and will not tolerate any form of racial harassment.

**HEALTH AND SAFETY**

- Hill Top Kids Club will operate in accordance with the Health and Safety at Work Act.
- Staff members will receive appropriate training in first aid and emergency procedures.
- Risk assessments will be conducted regularly to identify and address any potential hazards.
- Ashby Hill Top Primary School catering complies with all relevant guidelines and at least one member of Hill Top Kids Club staff will have completed the relevant Food Safety Awareness training.

**FOOD AND DRINK**

- Hill Top Kids Club will provide a range of nutritious food options in line with the School Food Standards and our healthy eating policy.
- The evening menu is a light snack and not a replacement evening meal.
- The menu will be reviewed regularly to ensure a balanced and varied selection of food is available.
- Dietary requirements and allergies will be taken into consideration when planning the menu, in line with our allergies policy.