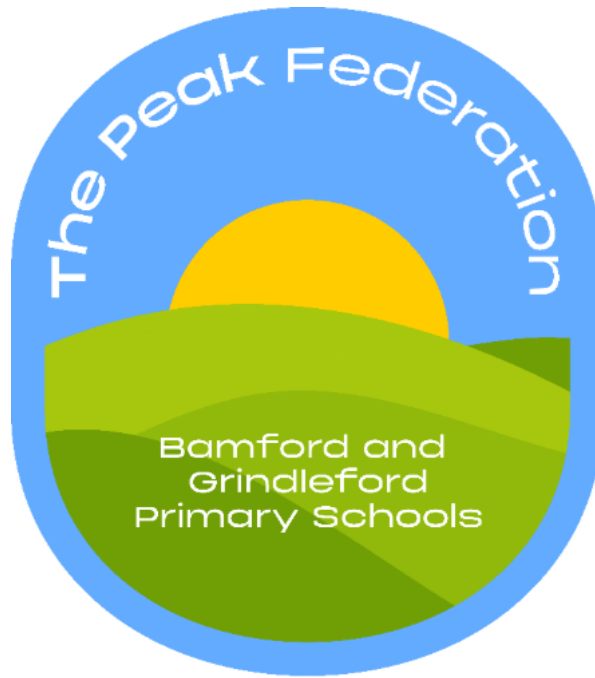




Bamford Primary School – After School Policy

This policy was agreed in October 2026 and will be reviewed in October 2028

Chair of Governors

Neil Roden

Date 13th October 2026

Executive Headteacher

Kate Gemmell

Date 13th October 2026

After-School Policy

This policy sets out the arrangements for the after-school childcare provision at Bamford Primary School. It applies to all children attending the provision, their parents and carers, employees and volunteers.

The provision is: Run directly by the school.

The governing body has approved this policy. The provision will operate in accordance with this policy, the school's safeguarding arrangements, relevant legislation and current Department for Education and Ofsted requirements.

This policy covers childcare provided immediately after the end of the school day and includes the free Friday Key Stage 2 Homework Club.

Purpose

The after-school provision offers safe, reliable and inclusive childcare immediately after the end of the school day. It supports the childcare needs of parents and carers while promoting children's welfare, wellbeing, social development and enjoyment.

The provision is not part of the statutory school day. Attendance at the provision is normally arranged separately from statutory school attendance. Nevertheless, the school will maintain accurate records and will follow safeguarding or attendance procedures where a child is expected but does not arrive, or where unexplained non-attendance causes concern.

The provision will be welcoming and suitably structured for children of different ages, abilities and interests. It will provide safe care rather than simply extending classroom teaching, and it will recognise children's need for play, rest, choice, friendship and relaxation after the school day.

Aims

The provision aims to:

- Provide care for children within the school community that meets the needs of parents and carers.
- Provide a happy, welcoming, safe and secure place where all children are valued.
- Provide a range of structured play activities to engage and stimulate children.
- Support children's wellbeing, confidence, independence and personal development.
- Provide opportunities for children to make choices and develop positive relationships.

- Offer inclusive activities that can be adapted to children's needs.
- Maintain high standards of safeguarding, supervision, health and safety.
- Communicate clearly and respectfully with parents and carers.
- Operate in a financially sustainable, transparent and fair way.

Start and end of provision

After-school childcare begins immediately after the end of the school day. Children may attend only for the session booked and must remain supervised until collected or transferred under an agreed arrangement.

The school will publish the activities, availability, booking deadlines, collection times and total cost of each session. Places are subject to availability, suitable staffing and the needs of the children attending.

Session one

Session one runs from the end of the school day until 4.30 pm (Monday – Thursday),

During this session:

- No food is supplied.
- A range of clubs and structured activities is offered.
- The charge is £4.50 per session.

The school will publish the current activity offer.

Session two

Extended care is available beyond 4.30 pm as follows:

- Monday until 5.30 pm, with a light snack and an additional charge of £4.50.
- Tuesday until 6.00 pm, with a light snack and an additional charge of £6.75.
- Wednesday until 5.00 pm, with a light snack and an additional charge of £2.25.
- Thursday until 5.00 pm, with a light snack and an additional charge of £2.25.

The relevant extension charge is added to the £4.50 session-one charge. The total cost is therefore:

- Until 4.30 pm: £4.50.
- Monday until 5.30 pm: £9.00.
- Tuesday until 6.00 pm: £11.25.

- Wednesday until 5.00 pm: £6.75.
- Thursday until 5.00 pm: £6.75.

The school will publish any revised charges in accordance with its financial procedures and will give parents and carers reasonable notice of changes.

Friday Key Stage 2 Homework Club

A free Key Stage 2 Homework Club operates every Friday until 4.30 pm. The club is available to eligible children in Key Stage 2 and is intended to provide a quiet, supportive opportunity for homework and independent study.

Registration

A separate attendance register will be maintained for safeguarding purposes. The club will be staffed appropriately, and children will remain subject to the same safeguarding, collection, supervision, medical and emergency arrangements as during the school day.

Authorised collection

Children may be collected only by:

- A parent or carer with parental responsibility or appropriate authority.
- An adult authorised by the parent or carer through the school's approved process.
- A person covered by a documented alternative arrangement.

Staff may ask an unfamiliar collector to provide identification or confirm details before releasing a child. A child must never be released to a person who is not authorised, appears unable to care safely for the child or is the subject of a safeguarding restriction.

Children may be collected at any time up to the end of the session booked. Parents and carers must notify the school promptly if the arrangement changes.

Late collection charges

A charge of £5.00 applies for collection up to 10 minutes late. A charge of £5.00 for every subsequent 5-minute period applies after the first 10 minutes.

The school will:

- Record the actual collection time.
- Record the action taken and any explanation provided.
- Consider exceptional circumstances before applying a charge.
- Apply charges proportionately, fairly and consistently.

- Discuss repeated late collection with the parent or carer.
- Consider a formal support or safeguarding review where necessary.

Booking arrangements

Booking and payment are made in advance for the forthcoming half term through ParentPay, subject to availability and the school's published deadlines.

A place is not confirmed until the stated booking and payment requirements have been met. The school may operate a waiting list when demand exceeds available places.

Confirmation of places

The school will confirm bookings through the School Office. Parents and carers must not assume that a request has been accepted until confirmation has been received.

Changes to a booking are subject to availability and must be requested through the School Office. The school will maintain accurate booking information and reconcile it with the daily safeguarding register.

Payment methods

Payments are made through ParentPay unless the school has agreed an alternative arrangement. Childcare vouchers may be used, subject to the school's administrative arrangements and the requirements of the relevant voucher provider.

Cancellation, refunds and exceptional circumstances

Fees remain payable where a child is unable to attend because of illness or an appointment unless an agreed exception applies.

The school will consider refunds, credits or other arrangements where appropriate, including:

- Cancellation by the school.
- School closure.
- A significant administrative error.
- Exceptional family circumstances.
- An agreed absence covered by the published arrangements.
- Circumstances in which the school cannot safely provide the booked session.

The school will apply arrangements consistently while allowing reasonable flexibility in genuine emergencies.

Snack arrangements

No food is supplied during the session ending at 4.30 pm. Light snacks are supplied during the extended sessions on Monday, Tuesday, Wednesday and Thursday.

Snack provision will comply with:

- Food hygiene and safe storage requirements.
- Food Standards Agency advice on allergens.
- The school's allergy and medical arrangements.
- Reasonable adjustments for medical, religious, ethical and disability-related dietary needs.
- Appropriate supervision while children eat and drink