



HILL VIEW

Extended Care

Morning and After School Club



Completed	May 2026
Review Date	May 2028

Aims

- To provide a childcare facility that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued.
- To provide children with a healthy snack and drink.
- To have strong partnerships with parents/carers.
- To provide a range of play activities to engage, support and stimulate the children.

Introduction

Morning Club (MC) and After School Club (ASC) have been set up to provide high quality out-of-school hours childcare for children that attend the school between the ages of 4 and 11¹. This wraparound childcare facility is run by the school and offers a range of stimulating and creative activities in a safe environment.

The clubs operate from 8 am – 8.45am and from the end of the school day (usually @3.10pm)– 5.30pm term time and current costs for each session are detailed below. A copy of this policy is provided to all parents of children attending the clubs and is also available online on the school website.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending Hill View Primary School are eligible to attend the Clubs.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website.
- Non contracted pupils are welcome to use the club provided there are spaces and parents/carers have previously completed the registration process.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Staffing:

The Head and Deputy head Teacher will have ultimate oversight and responsibility for the club. In the absence of these members of the school SLT, responsibility will go to the next most senior member of staff. This will include matters relating to Safeguarding, safety and behaviour.

- Club Manager- This person will be responsible for taking the registers and planning and organizing the provision.
- Club Assistants*- These people will be responsible for supervising, working alongside, playing and supporting the children.
- Bank staff- Additional staff will be recruited to cover sessions should a member of staff be absent or unavailable.

*A suitably qualified member of staff will take responsibility for food prep.

Staffing follows a ratio of 1:10. If a member of staff, for any reason, will not be able to attend Morning or After School Club they will contact the Club leaders, who will refer the matter to the Deputy Head teacher in order for a replacement to be arranged. Members of the teaching staff and SLT are on site to offer additional support if necessary.

Organisation

- The Morning Club is open Monday – Friday from 8:00am to 8:45am. At the morning bell the children will make their own way to their classrooms. Younger children will be escorted to their classes as necessary.
- Morning Club children are collected from the school reception area by a member of the Morning Club staff. Children arriving after 8:00am will be admitted and registered by a member of the office staff.
- Both Morning and After School Clubs are located in the Dining Room.

¹ This means that the provision does not need to register with OFSTED.

- The clubs are available for all children from EYFS to Year 6
- The After School Club is open Monday – Friday 3:15pm to 5:30pm.
- Children up to Year 2 are collected by the After School Club leader from their classrooms/playground.
- Children from Year 3 to Year 6 will come to After School Club independently.
- Children attending an after School Club prior to After School Club will be collected at the end of the activity by a member of After School Club staff.
- Parents will collect After School Club children from the external door of the Dining Room. This is secured at the beginning of each After School Club session and is only opened by members of the After School Club staff.
- Children from After School Club will only be handed to parents/carers or with prior arrangement for a third party.

Food and activities

Morning Club

- Children will get a choice of toast, Brioche, fruit, fruit juices and water.
- Morning club will offer a range of activities for the children including an opportunity to complete Home Learning/Homework.

After School Club

- Children will get a choice of bread and butter, toast, crackers or crumpets etc., a piece of fruit, either a biscuit or piece of cake and a drink of water. Parents are responsible for informing the After School Club leader of any medical/dietary requirements.
- A number of activities are available including:
 - Construction toys, games
 - Computer activities
 - Outdoor play in playground.
 - Indoor play in the South Hall
 - Craft and creative activities.
- Children can complete their homework books/TTRS

Parents/carers may donate appropriate age toys and games but Morning Club and After School Club cannot be responsible for the loss or damage to any items brought from home.

General terms and conditions.

The below Terms and Conditions relate to the Hill View Primary Academy Morning Club and After School Club. Parents/Carers who complete a registration form must sign the bottom of the registration form agreeing to these terms and conditions. By signing the registration form you agree that you have read and understood all terms and conditions and any queries should be cleared up before signing the registration form.

- Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
- All sessions are allocated on a first-come, first served basis but priority will be given as in the following order:
 - To children already attending;
 - To siblings of older children already attending (ratios permitting);
 - Those seeking to attend daily;
 - Those wishing to attend on regular days.
- Parents/carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be made in writing to the Morning Club or After School Club Leader.

- Outstanding payment: **The Extended Services Staff reserve the right to refuse any child entry into club if payment is not made, at least two weeks in advance, including late collection charges.**
- **Payment must be made at least two weeks in advance of each session. If payment has not been received, a place will not be allocated and your child will not be able to attend.**
- Those on a club waiting list will be notified once a place becomes available and must notify the school if they no longer wish to remain on the club waiting list.
- The Morning Club starts at 8.00am. Children must arrive at this time and follow the arrangements for safe supervision into the school that will be shared with them.
- After School Club starts at the end of the school day and younger children will be collected from class or the playground, while older children take themselves to After School Club. A snack is provided so please do not supply any supplementary food. After School club finishes at 5.30pm, parents can collect children any time before 5.30pm.
- An authorised adult must collect the child from the After School Club on each afternoon they attend. (Authorised adults are those that have permission known to the Club leader to collect children from the club).
- For After School Club, parents/carers agree to abide by the late collection policy. A penalty of £5 for every 15 minutes or part of after 5.30pm. Parents/Carers agree to pay this charge before their child continues to attend any extended school services.
- The Morning Club and After School club will not run on days that the school is closed to pupils.
- Should the school close due to unforeseen circumstances, parents/carers will receive a reduction in the amount owing for future sessions, equivalent to the amount paid for the session the school was closed.
- **If your child is unable to attend a session, you must notify the school office, or Extended Services Staff, in advance. This includes if your child has been granted permission to walk home after school or is attending an event or other club after school.**
- At time of booking you select specific days/dates which you would like your child to attend. If your child is unable to attend for any reason, including sickness, you will not be entitled to a refund.
- Please notify After School Club directly on 07907 114924 if your child will be absent from the club.
- **Parents have two payment options:**
 - **Arbor:** Parents / Carers can book places via Arbor for each session they require
 - **Child Care Vouchers:** Child Care Vouchers are accepted. To secure a place at either club, you must discuss with the Club Manager or Office Manager of your intention to pay via child care vouchers scheme. You will then be required to email the Office Manager, reception@hillviewacademy.org with the dates you require to be booked, the value of the childcare voucher and details of the child care voucher provider. Payment must be made two weeks in advance of each session.
- If you choose to pay with Child Care vouchers, you must allow enough time for Hill View Primary Academy to be registered with the Child Care voucher provider. We cannot authorise any payments with Child Care vouchers until the school is registered with the provider and payment is collected from the provider. Please note: Registering with Child Care providers can take up to two weeks depending on the provider.
- Parents/Carers should inform the Extended Services Staff of their means of payment so this can

be logged to avoid confusion.

- Please note: Payment reminders from the school cannot be arranged. It is the responsibility of the Parents/Carers to ensure payments are always in advance by at least two weeks to ensure their child is allocated a place.
- The extended school services are additional care outside normal school hours. The clubs policies and procedures reflect the school policies and procedures and parents can read the extended schools policies and procedures on request at the school office.
- The Extended Service Staff aim to provide a safe, stimulating and happy environment for all children.
- The extended service staff reserve the right to exclude any child whose behaviour is disruptive, following the school's behaviour policy.
- We will endeavour to provide a high quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns please speak to the Extended Services Staff. If this is not resolved please contact the Head teacher. If you are unable to resolve this issue please follow the schools formal complaint procedure.

Fees and Payment

Morning Club fees:

8:00-8:40 £4.00 per child, per session

- Fees are payable in advance.
- We would ask that fees are paid via **Arbor** (please select the Morning Club option on Arbor) Childcare vouchers can be used for payment of Morning Club fees with agreement of Morning School Club leader. Details/registration must be made prior to booking confirmation.
- If for any reason payment is not received with the booking form a space will not be held.

After School Club fees:

3:15-5:30pm £10.00 per child, per session

- Fees are payable in advance (a deposit for the first two weeks sessions payable on booking). The balance is payable prior to the end of the second week, to enable payment to remain in advance.
- We would ask that fees are paid via Arbor. If agreed with the After School Club leader fees can also be paid in cash providing the correct amount is given, no change is available. Childcare vouchers can be used for payment of After School Club fees with agreement of After School Club leader. Details/registration must be made prior to booking confirmation.
- All ad-hoc sessions must be paid for prior to a child attending After School Club.
- In the case of an emergency session payment must be made at the end of the After School Club session.
- If for any reason payment is not received with the booking form a space will not be held until the payment has been received. In the case of the balance not being paid, when agreed, the After School Club reserves the right to cancel all sessions that remain unpaid.
- All After School Club payments must be kept separate from the Morning Club payments, by selecting the After School Club option on Arbor or handing cash to the After School Club leader.

Refunds

There will be no credits, refunds or alternative sessions offered for sessions booked but not used unless a school event has been organised post booking. However, if the school cancels the club a credit will be offered.

Cancellation

Morning and After School Club will only be cancelled in the event of a school closure due to adverse weather conditions or a problem with the school building, i.e. no heating/water supply. In the event of a school closure parents will be advised via email.

Parents are required to notify the After School Club leader via text to the After School Club mobile or by contacting the school office if for any reason a child is not attending After School Club. In the event After School Club spaces are no longer required parents are requested to notify the After School Club leader as soon as possible via email to enable spaces to be offered to children on the waiting list.

Late Collection from After School Club

In the event that a parent is running late and will not be able to collect a child by 5:30pm, the parent is requested to inform the After School Club leader, by phoning the After School Club mobile number, to enable the After School Club to advise the child. In the event that lateness becomes a regular occurrence (more than once every half-term), a late charge of £5.00 will be applied. If any later than 15 minutes there will be a charge of £10.00 per 15 minutes thereafter.

Communication with Parents

- Staff will communicate verbally with parents/carers, which may involve advising parents of illness, behaviour, messages from class teacher.
- Written communication will be handed to parents or placed in children's book bags, for matters regarding Morning Club and After School Club, i.e. Booking Forms. Morning club will respond to any email enquiries.
- Request for payments for After School Club will be sent via Arbor.

Accidents and Illness

In the event of illness or a serious accident parents will be contacted as soon as possible. In the event of a minor accident parents will be advised by the After School Staff on collection of the child. Basic first aid will be given by a first aid trained member of staff and recorded on Medical Tracker.

Medication

The After School Club follows the school's Medical Conditions in School policy. The After School Club leader will administer any anti-biotic or similar medication required whilst a child is at After School Club, providing the appropriate consent form is completed and signed by the parent. Forms are held at the school office and can be completed and returned, along with the medication, to the office staff for collection by the After School Club leader.

Equal Opportunities

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equal Opportunities policy.

Complaints

All complaints will follow the school's complaints policy.

Parents and Carers must read, agree and sign to the Extended Services Terms and Conditions. The Extended Services late collection policy is part of these terms and conditions. Your child's club placement is not confirmed until the school receives acknowledgment and signed agreement of the terms and conditions requested at the bottom of the club registration form.

Extended Services - Late Collection Policy

It is extremely important that children are collected on time from our extended services as late collections can cause major issues for the external providers and the school.

- After School Club finish promptly at 5.30pm.

Parents/Carers agree to make appropriate arrangements for their child to be collected at the stated finish time. Please be aware that late collection after this time will be charged at £5 for every 15 minutes or part of after 5.30pm. Parents/Carers must appoint a responsible person to collect their child and those responsible persons must be named on the registration form. It is parents/carers responsibility to ensure those authorised to collect children understand the importance of collecting the child on time.

Please Note: Children will only be dismissed to the responsible adults named on the registration form. Any confusion which leads to the child remaining in the schools supervision will result in the late fee being charged.

On the first occasion that a child is collected late; parents/carers will be reminded of the late collection policy and asked to sign a late collection agreement. The Club Manger will automatically contact parents/carers regarding late fee payment.

On the second occasion that a child is collected late parents/carers will be reminded of the late collection policy and asked to sign a late collection agreement. The Club Manager will automatically contact parents/carers regarding late fee payment.

If a child is collected late on two occasions, the child may be excluded from the club and the fees paid will not be refunded.

Parents/Carers must contact the Club Manager if they are aware that they will be late to collect their child. If you are unable to contact the extended services team please contact the school office on 01202 514109 or the After School Club Manager on 07907 114924 between the hours of 8am and 4pm

Departure

- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents must inform Club staff if their child is going to be absent from Club (You will be charged for sessions that have been booked)

After School Club – Snack Time

We would be happy for your child to bring a healthy snack to After School Club if you feel that it is necessary for their well-being. An item such as a sandwich, crackers etc., a piece of their favourite fruit and a plain biscuit would allow us to support your child, whilst maintaining our procedures established with the other children.

As we need to be aware of food allergies we would like to ask that no foods be given that may produce an allergy, i.e. nuts.

TERMS AND CONDITIONS**Revised July 20**

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4. Outstanding payment: **The Extended Services Staff reserve the right to refuse any child entry into club if payment is not made, at least two weeks in advance, including late collection charges.**
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14. At time of booking you select specific days/dates which you would like your child to attend. If your child is unable to attend for any reason, including sickness, you will not be entitled to a refund.
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23. We will endeavour to provide a high quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns please speak to the Extended Services Staff. If this is not resolved please contact the Head teacher. If you are unable to resolve this issue please follow the schools formal complaint procedure.

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REGISTRATION AND BOOKING FORM

Childs details:				
Name		DOB		Class
Parent / Carer contact details:				
Name				
Home Tel.		Mobile:		Work Tel.
Email				
Other emergency contact details:				
Emergency Contact No 1.				
Name & Address				Relationship
Home Tel.		Mobile:		Work Tel.
Emergency Contact No 2.				
Name & Address				Relationship
Home Tel.		Mobile:		Work Tel.
Booking form:				
Tick the box to indicate the session(s) you wish your child to attend				
Monday	Tuesday	Wednesday	Thursday	Friday

Requested dates:

I would like my child to attend from: _____ to _____.

Please provide all the names of the responsible persons for the collection of your child from the club – your child will not be allowed home without the responsible adults named.

Persons authorised to collect my child:		
Name		Relationship
Tel.	Mobile:	Work Tel.
Name		Relationship
Tel.	Mobile:	Work Tel.
Any others authorised (Name & Tel)		

Medical and dietary information:	
Child's Name:	
Name of Child's Doctor:	
Doctor's Address:	
Doctor's Telephone No.	
Please list any medical conditions (e.g. asthma):	
<input type="checkbox"/> <input type="checkbox"/>	
Please list any medical allergies (e.g. allergic to penicillin):	
<input type="checkbox"/> <input type="checkbox"/>	
Please list an dietary/food allergies (e.g. dairy):	
<input type="checkbox"/> <input type="checkbox"/>	

First aid consent: To give your consent, please tick the boxes	
<input type="checkbox"/>	I give permission for first aid to be carried out on my behalf by a trained first-aider.
<input type="checkbox"/>	I consent to any emergency medical treatment necessary during the running of the club.
<input type="checkbox"/>	I authorise Hill View Primary Academy Club staff to sign any written consent required by the hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.

In signing this form, I declare the information to be true and accurate. I have read the Terms and Conditions of Hill View Primary Academy Extended Services and agree to follow its policies and procedures including the late collection policy.

Name.....
 Signature.....
 Date.....

ADMIN USE ONLY
Date Registered:
Payment Method

