



School Clubs Policy

Date written:	October 2026
Date adopted/reviewed:	October 2026
Review schedule:	Annual
Policy Area:	Finance

1. Introduction

At All Saints CE Primary School & Nursery, we recognise the value of extracurricular opportunities in enriching children's learning, developing their interests and talents, and encouraging positive relationships. Our lunchtime and after-school clubs provide opportunities for pupils to explore new experiences, develop confidence, work collaboratively and enjoy learning beyond the classroom.

In keeping with our Christian ethos, we aim to ensure that clubs are welcoming, inclusive and accessible, where possible, and that pupils are encouraged to demonstrate respect, kindness, responsibility and consideration for others.

This policy sets out the arrangements and expectations for school-run lunchtime clubs and after-school clubs, including bookings, payments, attendance, cancellations and waiting lists. It also clarifies the arrangements for external after-school providers and the distinction between school-run clubs and independently operated provision.

2. Scope of the Policy

This policy covers the following types of clubs:

School lunchtime clubs: Activities organised and supervised by school staff approved by the school during the lunchtime period.

School-run after-school clubs: Activities organised and supervised by school staff approved by the school after the normal school day.

External after-school clubs: Activities delivered on the school premises by independent providers, subject to the arrangements set out in Section 9.

Exclusion: Night Owls

Night Owls operates its own separate provision on the school premises. It is not part of the school's lunchtime or after-school club provision and is therefore excluded from this policy. Night Owls is responsible for managing its own provision and the arrangements applicable to its service.

3. Aims of the Policy

The aims of this policy are to:

- Provide clear and consistent arrangements for all school-run clubs.
- Ensure pupils are safe, supported and appropriately supervised.
- Establish clear expectations for attendance and parental communication.
- Explain the school's booking, payment, cancellation and refund arrangements.
- Ensure that club places are allocated fairly and used effectively.
- Clarify the responsibilities of external providers and distinguish their provision from school-run clubs.

4. Booking School-Run Clubs

All school-run lunchtime and after-school clubs must be booked through Arbor. Places are allocated on a first-come, first-served basis and are limited according to the capacity of each club. Numbers are determined by factors including the activity, available facilities and the number of staff available to supervise pupils safely.

Due to the high demand for clubs, places may fill quickly. Parents and carers are encouraged to book promptly to avoid disappointment.

A place is only secured once the booking has been paid in full and confirmed by Arbor.

5. Payments and Refunds

School-run lunchtime and after-school clubs are paid for on a termly basis. Payment arrangements will be communicated to parents and carers when clubs are advertised.

We understand that circumstances can sometimes change and that pupils may occasionally be unable to attend a session. However, club places are allocated and staffed in advance, and the cost of providing a club is not reduced when an individual pupil is absent. For this reason, refunds will not be provided for individual missed sessions, including where a pupil is absent due to illness.

Where weather conditions make an outdoor activity unsuitable, the school will make every reasonable effort to move the club indoors, provided that a suitable space is available and the activity can be delivered safely. If an appropriate indoor alternative is unavailable, or the weather conditions mean that the activity cannot safely go ahead, the session will be cancelled. The school will make every reasonable effort to reschedule the session, however if this is not possible the school will always seek to manage cancellations as fairly and reasonably as possible. For missed sessions due to school cancellation you may request that session to be refunded by contacting the school office.

Where a lunchtime club falls on the same day as a school trip or another scheduled school activity that prevents a pupil from attending, a refund will not normally be provided for the missed session. The school will make every reasonable effort to avoid scheduling conflicts where practicable. However, this may not always be possible due to the school calendar and other operational commitments. In this event you may request that session to be refunded by contacting the school office.

6. Attendance Expectations

There is significant demand for school-run lunchtime and after-school clubs, and places are limited. To ensure that opportunities are used fairly, pupils who have been allocated a place are expected to attend every scheduled session.

Parents and carers should ensure that their child understands the commitment involved when signing up for a club. If a pupil is unable to attend due to exceptional circumstances, parents or carers must inform the school office or the relevant teacher in advance wherever possible.

Where a pupil repeatedly fails to attend without explanation, the school may contact the parent or carer to discuss whether the place is still required.

7. Withdrawing from a club

If a pupil no longer wishes to attend a club, parents and carers must inform the school office as soon as possible. The school will then arrange for the pupils to be removed from the club list and, where appropriate, offer the available place to the next pupil on the waiting list.

Please do not assume that a pupil's place has been cancelled simply because they have stopped attending.

8. Waiting Lists

Where a club is full, a waiting list will be maintained. Parents and carers may request for their child to be added to the waiting list by contacting the school office and specifying the club. If a place becomes available, the school will contact the next family on the waiting list and offer the place in accordance with the school's allocation arrangements (date/time order added to the waiting list based on first-come, first-served system).

Joining a waiting list does not guarantee that a place will become available.

9. External After-School Clubs

Some after-school clubs are provided by independent external organisations. Examples include:

- Art Explorers
- Cou Cou Sewing
- Kitteridge Sports

These clubs are booked and managed directly by their respective providers. Although they may operate on the school premises, they are separate from the school's own lunchtime and after-school club provision.

9. Bookings and payments for External After-School Clubs

Bookings for external after-school clubs must be made directly with the relevant provider. All payments must be made to the provider in accordance with its own booking and payment arrangements.

The school's Arbor booking arrangements and the school-run club payment and refund terms in this policy do not apply to these external clubs.

Any queries relating to external clubs, including availability, attendance, missed sessions, cancellations, fees, payments or refunds, must be directed to the relevant provider.

As these clubs are independently operated, the school cannot make decisions about individual bookings, payments or refunds on behalf of the provider. Parents and carers should contact the relevant organisation directly if they have any questions or concerns about their child's place.

10. Safeguarding and Child Protection

The safety and welfare of pupils is a priority across all school-run clubs. All staff and approved adults involved in school-run clubs must follow the school's Safeguarding and Child Protection Policy, staff code of conduct and relevant health and safety procedures. This includes relevant training requirements and safer recruitment checks.

Club leaders must ensure that pupils are appropriately supervised, attendance is recorded and any safeguarding concerns are reported promptly to the designated safeguarding lead (DSL) or deputy DSL. An allocated DSL will be on duty during the period of school provided clubs.

External providers must meet the school's applicable safeguarding and site-use requirements before delivering activities on the premises. Details of these are outlined in the Lettings Policy. They must also follow the agreed arrangements for reporting safeguarding concerns and emergencies. Safeguarding concerns must be dealt with promptly in accordance with the school's procedures and applicable statutory guidance.

11. Behaviour and Inclusion

Pupils attending school-run clubs are expected to follow the school's Behaviour Policy and treat staff, providers and other pupils with respect. Pupils must follow instructions, use equipment safely and behave in a way that allows everyone to enjoy the activity.

The school aims to provide inclusive opportunities for pupils and will consider reasonable adjustments for pupils with disabilities and additional needs. Where behaviour or safety concerns arise, these will be addressed in accordance with the school's relevant policies and procedures.

12. Collection and Dismissal (applicable to all clubs)

Parents and carers are responsible for ensuring that appropriate collection arrangements are in place for pupils attending after-school clubs. Pupils must be collected promptly at the agreed time by an authorised adult, unless they have permission to walk home independently. Permission to walk home is limited to pupils in **Years 5 and 6** and must be recorded by parents or carers in the consent section of Arbor. Parents and carers must ensure that their child is aware of and understands the agreed arrangements.

Any changes to collection arrangements must be communicated to the school or the relevant club provider in advance to ensure that pupils are dismissed safely and appropriately. The school or provider must be informed of any change before the pupil is released.

If a parent is likely to be late collecting, they must contact the school office as soon as possible. We appreciate difficulties sometimes arise and will aim to be helpful and compassionate. However, due to the additional costs of staff needing to stay later than contracted, repeated late collection from a club (10 minutes or more late, 2 or more times unless pre-agreed) will incur additional charges to cover the costs of staff needing to stay longer. Charges are £5 per 15-minute block of time.

15. Communication and Queries

For school-run lunchtime and after-school clubs, parents and carers should contact the school office regarding: Bookings and waiting lists.

- Withdrawing a pupil from a club.
- Attendance notifications and exceptional circumstances.
- General queries about school-run clubs.

For external after-school clubs, parents and carers should contact the relevant provider directly regarding bookings, fees, attendance, cancellations and refunds.

The school will communicate significant changes to school-run clubs as soon as reasonably practicable.

16. Monitoring and Review

The school will review its club provision annually to ensure that activities remain safe, appropriate and beneficial to pupils. This policy will be reviewed at least annually, or sooner if required due to changes in legislation, statutory guidance or school arrangements.