



The Orchard

Before and After School Club Policy 2026-27

Introduction

The Orchard exists to provide high quality out-of-school hours childcare for our families. It provides a range of stimulating and creative activities in a safe environment, within our ethos of REACH which enables each child to flourish.

The breakfast and after school club is run by members of school staff.

The breakfast club operates from 7.45am – 8.45am during term time.

The after-school club operates from 3.20pm - 6.00pm during term time

A copy of this policy is provided to all parents of children attending the club and is also available on the school website. A price-schedule is available from the school office and on the school website. The pricing is reviewed on an annual basis.

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. These forms are attached

Admissions

- Only children attending Paddox Primary School are eligible to attend.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents receive a paper copy of this policy and this policy is available to view via our school website.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded using the School Money printed register for each session.

- Parents who have completed the registration process, but have not booked their child/children into a particular session may request a place subject to availability. In such circumstances, a written note will be added to the School Money printed register.

Capacity

- Before School (Breakfast) Club: The current session capacity is 60 children.
- After School Club: The current session capacity is 80 children.

If the Orchard is at capacity numbers then children will be refused entry as the staff:pupil ratios must be adhered to at all times.

Mobile phones and photographs

Parents are not permitted to use their phones in the school or take photographs.

If you need to check your phone, take or make a call, you must do this outside The Orchard building.

Anyone found using their phone will be asked to show any pictures taken on the phone, or be reported to the police.

Toilets

Parents are not permitted to access or use the toilets in the Orchard setting.

No Smoking

We are a non-smoking or vaping site.

Before School Club

- Parents/Carers are required to bring their child directly into the club and sign them in with a member of staff.
- Children in Reception and Year 1 are taken to their classrooms between 08:40 and 08:40.
- Children in Year 2, Year 3, Year 4, Year 5 and Year 6 are taken to the relevant entrance doors at 08:40 for the doors opening at 08.40.

After School Club

- Children who are attending The Orchard will be collected by a member of school staff directly from their classroom and taken to the Orchard except for years 5 & 6 who make their own way over. This also applies to children who attend after school clubs run by school.
- Children's attendance is recorded using the School Money printed register for each session.
- The club staff will liaise with the class teacher/school office to determine any reason why a child is not accounted for.
- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded.

- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.
- 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 by phoning the The Orchard on **07769 958375** or emailing TheOrchard2625@welearn365.com

Daily Routine Morning session

Parents bring their children to Before School Club situated in The Orchard building where a range of activities are set out.

7.45am- 8:25 am children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.

8.35am tidy up time encouraging the children to take responsibility for the environment.

After school session

3:20pm - All children accompanied by school staff from Reception to Year 5 make their way to The Orchard for registration. Children from Year 6 make their own way to The Orchard.

3.45pm – 4.00pm - children will be given a healthy snack and drink; staff members will sit with the children at this time. Children can then choose from a range of play and planned activities, both indoors and outdoors.

Support with home learning and reading is provided, if needed.

5:00pm - children who are still in attendance will be offered another snack.

5:45pm - tidy up time encouraging the children to take responsibility for the environment.

Behaviour

Whilst attending The Orchard children are expected to follow the school ethos and the school rules. The school behaviour management policy applies at all times, including the rewards and sanctions.

First Aid

The school first aid and administration of medication policy applies at all times. Parents of any child who becomes unwell during a session will be contacted immediately. If a child is sent home during school hours, the school office will inform The Orchard staff of their absence

Missing or Uncollected children

Missing children

In the event that a child goes missing, the following procedure will be undertaken:

Main school staff will be informed of the missing child.

Main school staff will contact the missing child's parents.

Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff.

If the child remains missing, the emergency services will be contacted.

Uncollected children

If a child has not been collected by 6.00pm parents will be contacted in the first instance by telephone.

The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Children's Services will be informed.

A charge will be levied for late collection. A fee will be applied for late collection from 6.00pm onwards at £10 per 15 minutes per child. This charge will be invoiced by school separately.

Please call the after-school club on 07769 958375 if you are going to be late.

Payment of Fees & Bookings

Using the School Money booking system usually fees are to be paid in advance into and payment is due for all booked sessions.

Bookings are to be made before 10 am on the Friday prior to the new school week starting. Bookings made after this can be refused and are on a first come first served basis. All bookings made after this deadline will still be charged for.

The parent signing the clubs registration form is known as the 'contracting parent' and is responsible for payment of all fees.

If childcare is split between parents, each parent must sign a form for the sessions that they are responsible for paying during a week.

If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible.

All matters will be treated confidentially and staff will arrange for any necessary discussions to be held in private.

It is possible to pay fees via our online booking system.

This can be accessed via the internet, app or at the school office. The name of the booking system is 'School Money'

<https://login.eduspot.co.uk/public/portal/parent/?app=schoolmoney&source=website&version=20190314>

More information on The Orchard can be found at

<https://paddoxprimary.com/the-orchard/>

Including the booking system guide.

We also accept childcare vouchers as payment. Our Ofsted registration number with providers is 130885 under Paddox Primary School.

Sessions will be 'released' for booking on a half termly basis. Sessions will be allocated on a first-come, first-served basis.

Parents will be informed when sessions have been released via email and the school newsletter. *Parents can change or cancel their sessions up to 1 weeks prior to their child attending a specific session without incurring a charge. Any change or cancellation after this point is non-refundable.

Related Whole School Policies:

The Orchard is an extension of the school, so all school policies apply to the running of this provision.

Of particular note are:

Safeguarding and Child protection policy.

Equality and Diversity Policy.

Health and Safety policy.

First aid and administration of medicines.

Online safety policy.

Staff Code of Conduct

BEEP



The Orchard Paddock Primary School Agreement 2026-27

I[PRINT NAME] parent/carer of
..... have read the club policy

<https://paddockprimary.com/the-orchard/>

and agree to abide by the terms therein.

- The sessions in this contract are 7.45am – 8.45am for Before School (Breakfast) Club; and 3.20pm – 6.00pm for after school club. Sessions are booked on a first come, first served basis.
- I accept that I am the 'contracting parent/carer' for the above child and agree to make payments in advance via the online booking system or through a voucher provider
- I understand that if my account is in arrears I will be contacted by a member of staff and could lose my current and future bookings.
- I understand I can change or cancel sessions with up to 1 week prior to my child attending a specific session without incurring a charge and that any change or cancellation after this point is non-refundable.
- I understand that fees may change without this policy being reissued. The latest price schedule will be available on the school website or from the school office.
- After School Club: If I think I may be late (for any reason) then I will, out of courtesy, immediately contact the After School Club staff via 07769 958375.
- Breakfast Club: I understand that my child will need to be present by 8:20 am in order to have breakfast.
- After School Club: I understand that a fee will be applied for late collection from 6pm onwards at £10 per 15 minute per child, and will be payable separately by invoice.
- After School Club: If I think I may be late (for any reason) then I will, out of courtesy, immediately contact the After School Club staff directly. In the event of late collection, I understand that I may be contacted by member of staff following the incident.
- I understand that I am not permitted to use my phone or take photographs in the setting where Before School and After School clubs take place.

- I understand that as a visitor to the school I am not permitted to access or use the children’s toilets in the Before School and After School Clubs building.
- I agree to keep all contact, medical, dietary and other information up to date with the school office, as I understand this will be used by the before school and after school club.
- I will phone the after-school club when the office is closed and I have added this number to my contacts.
- Please provide on the list below the full names of all individuals authorised to collect your child, including parents and carers.
- I understand that the club will not release your child to anyone else.

Name	Relationship to Child	Password	Days

Parent Signature Date