



Northchapel Community Primary School

Elm Club - Before & After School Care Policy

Principles of the Club

Before school care is provided for children, from three years old, who attend Little Oaks Pre-school or Northchapel Primary School. After School care is provided for Northchapel Primary School pupils only. We are trying to operate the clubs for the benefit of the school community and, whilst we are not looking to make a profit, we must break even as we are not permitted to use educational funds to cover any losses. We want our procedures to be as convenient for everyone as possible and are always open to suggestions for improvements.

Bookings

Places can be booked up to a half term in advance using the online booking and payment system – School Money. Spaces will be limited to 16 per session for breakfast club, and after school to 20, as we will need to ensure our staffing is in place and adult to child ratios are correct. Places need to be booked by midnight, the day before they are needed. Emergency bookings on the day can be made through the School Office, if there is space available, but they will incur a late booking fee of £2.50.

Cancellations

Cancellations can be made up until midnight the day before and a refund will be automatically credited to your account if payment was made in advance. Refunds will not be available unless places are cancelled online within the time limit. Places that are booked but not paid for in advance will still be charged even if the child does not attend.

Times & Fees Schedule

7.30 – 8.30	Breakfast Club	£7.50
15:15 – 16:15	After School – 1st Session	£6.00
16:15 – 16:30	Snack	£1.50
16:15 – 17:30	After School – 2nd Session	£6.00
15:15 – 17:30	After School – both sessions including snack	£12.50
Late Booking Fee		£2.50

Please note there is no Elm after school provision on Fridays.

Breakfast Club

Breakfast club will start at 7.30. There is no childcare provision before this time, so please do not bring your child early. The gate into school will be opened at this time and children **must** be accompanied by parents or carers to Little Oaks Pre-school, where the club will be held, and handed over to staff on duty. There are no reductions in charges for children arriving after 7.30 as the club still needs to be operated from then. All places must be booked and paid for online whatever time you plan to drop your child to breakfast club. Children will be offered breakfast followed by free play activities within the classroom and/or outside. At 8.30, pre-school children will remain in Little Oaks and school children will be accompanied onto the playground for the start of the school day.

After School Club

Children will be gathered at the end of the school day from the playground or classrooms. They will be taken to the Hut where they will leave their belongings before starting the days activity e.g. Wild Wooders, Gardening Cub etc. At the end of the activity they will return to the Hut and have their snack and drink, if booked. Collection is from the Hut.

Behaviour at Clubs

All children will be expected to behave with respect towards the adults in charge and show a good standard of behaviour. Children will be encouraged to tidy as they go with our 'Choose it, use it, put it back ethos'. Persistent behaviour issues may result in the child losing their place.

Catering

Breakfast is provided at the morning session. Children can choose from cereals, breads, toast, fruit and water. The Elm After School snack also includes a cold drink. Children with particular allergies will be catered for.

Payment

Breakfast and Elm After School Club should be paid for via the School Money booking system. Parents will need to register and pay online. **All payments will need to be settled by the end of each Half Term.** If payments are still outstanding on the last day of each Half Term, your child will no longer be eligible for a place at Elm Club the following term. If any parent is having difficulty with payments please contact Mrs Barnwell, the School Bursar to see if we can resolve the issue.

It is also possible to pay using the Government Tax free childcare scheme, we are registered as Northchapel Primary School. To book sessions that will be paid for in this way, parents will need to 'reserve' sessions via School Money and continue through to checkout to complete the booking. Successful bookings will be confirmed via email. Payment will be made by school staff when the voucher payments are received in Little Oaks bank account. If voucher payments exceed the amount owing, the parent's account will show as in credit on School Money. The credit can then be used for future bookings.

Emergency Contact

As all children attending will be registered with either school or Little Oaks, so emergency contact details are already held. Any changes to emergency contact details must be notified to the school immediately. Records will be kept of adults who are permitted to collect children. Unknown adults will not be permitted unless school are notified in advance of collection.

Contact During Club Hours

The School Office is open between 8:30 and 15:30. If you need to contact breakfast club before 8:30, please call the school on 01428 707352 and choose option 4 for pre-school. After 15:30, you can reach Elm Club via option 5. Parents and carers need to be aware that it is their responsibility to ensure their child is picked up by 17:30 as child care is not provided after this time.

Elm Club will run within our Northchapel Primary School Ofsted Registration Number.

This policy may be subject to change.

Policy written and agreed: June 2026