Waterton
Academy Trust

Normanton Common Primary Academy

After School Club Policy

2026-2027

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'Every child who attends our school can expect, and will receive, an excellent standard of education – one that enables them to shine as individuals, make a positive contribution and reach their full potential.'

Purpose and Aims

Normanton Common After School Club aims to provide a high-quality, reliable after school provision that meets the needs of children and families. For parents and carers, this means knowing that your child is safe, well supervised and supported by trained school staff. For children, this means an environment where they are listened to and cared for, where they can relax with friends, make new ones, try new activities, and enjoy a calm, positive end to the school day. Appropriate standards of safeguarding, behaviour, adult supervision and hygiene are maintained at all times.

Opening times and fees

Normanton Common After School Club is available to pupils from Reception to Year 6 who attend NCPA. Normanton Common After School Club runs during term time only. The standard session operates from 3:20pm to 5:00pm and costs £10 per session. The option of an additional 45 minutes is available from 5:00pm to 5:45pm for a further £2. A late collection fee of £25 will be charged for the first 10 minutes after their collection time and a further £25 for every 20 minutes after that point.

Staffing and supervision

Normanton Common After School Club is staffed by NCPA staff and is led by Mrs Tham and Mrs Wood. All staff have the required safer recruitment checks and complete relevant training, including safeguarding and food hygiene. First aid cover is in place during all sessions as both staff are first aid trained.

Activities and routines

The club offers a range of activities designed to meet different interests and needs, including, calm play, games, homework time, sports and crafts. Themed weeks may take place across the year and pupil voice is used to help shape activities and encourage children to suggest ideas and make choices. Children are supported to play safely, build friendships and develop independence in a relaxed setting.

Food and drink

A light, healthy snack is provided each session on a rotating menu, with a focus on balanced choices. Weekly menus will be updated regularly. Parents and carers must inform the school of any allergies, intolerances, dietary requirements or medical needs so that we can plan safely and appropriately.

Bookings, cancellations and payment

All sessions must be booked in advance through MCAS. Bookings for the following week should be made by the end of the day on Friday of the week before. Families may book in advance, subject to availability.

There may be occasions when a parent/carer needs to take advantage of the After School club unexpectedly – eg being late for pick up for any reason. In this instance, if there is capacity in the After School club the child will join and the parent/carer will be charged £10 for the first 10 minutes and £25 for every 20 minute period thereafter.

If you need to cancel a session, one week's notice is required; where notice is not given, the session will still be charged. Unattended booked sessions will be charged for. Any enquiries about bookings should be directed to the school office.

In the event of late or non-payment, the school office will contact you to request that your account is brought up to date. Where the school has had to chase overdue balances, the school reserves the right to suspend further bookings until the outstanding fees are paid.

Places, capacity and waiting list

Each session has a maximum number of places to ensure safe staffing and a positive experience for children. Where demand exceeds available places, the school office will maintain a waiting list and will allocate places using the following priorities:

- working parents and carers who require after school childcare to enable employment or training
- children with a regular full-time booking
- children with a regular part-time booking
- children eligible for pupil premium
- remaining places offered in date and time order of booking requests

Collection arrangements and authorised collectors

Children must be collected from Normanton Common After School Club via the main school entrance by a parent/carer. Collection procedures follow the same expectations as during the school day. If a different adult will be collecting your child, the school must be informed in advance so that staff can confirm authorisation before releasing a child.

Late collection and uncollected child procedure

If a child is not collected by 5.45pm, a late collection fee of £25 will be charged for the first 10 minutes, thereafter it will be £50 for every 20 minute period. Staff will attempt to contact parents and carers first, followed by the additional emergency contacts held by the school. If a child remains uncollected, the school will follow its safeguarding procedures and any relevant local authority guidance.

Behaviour expectations

NCPA values, rules and expectations apply throughout Normanton Common After School Club sessions. Children are expected to be ready, respectful and safe. Where behaviour is unsafe or persistently affects the wellbeing of others, the club will work with families to improve outcomes and may take action in line with school behaviour procedures which may result in the withdrawal of the place being offered.

Safeguarding

Normanton Common After School Club follows NCPA safeguarding policies and procedures at all times. Any concerns about a child's welfare will be recorded and reported in line with school expectations. The club's staff will have direct contact and support with the school Safeguarding team.

First aid, medical needs and medication

First aid is available during club sessions. Accidents and incidents will be dealt with appropriately, recorded, and shared with parents and carers as required. Parents and carers must ensure the school is aware of any medical conditions and that essential medication is in date and available in line with school procedures. Where medication is required, it will only be administered in accordance with the school's medication procedures and written parental instructions.

Inclusion and additional support

Normanton Common After School Club aims to be inclusive and will make reasonable adjustments where possible so that children can access the provision safely and successfully. If your child requires additional support to attend safely, please contact the school office to discuss individual circumstances. The club is not currently able to routinely provide additional staffing as part of the standard provision, and a place may depend on suitable arrangements being agreed.

Club closures and emergencies

In the event of severe weather, emergency closure, staff shortage or other circumstances that affect safe operation, the school reserves the right to close the club. Where possible, reasonable notice will be provided. If the club is closed, the school will contact you by email

and/or telephone as soon as possible with further information. In these circumstances, a credit note will be added to your account. Fire evacuation and lockdown procedures follow the school's arrangements and children will be accounted for using the club register.
To safeguard children and staff, the school reserves the right to refuse or withdraw a place where this is necessary to maintain safe, appropriate provision, including where a parent or carer is in breach of these terms and conditions. Please note that the club cannot accept responsibility for loss or damage to personal property brought into the club.

Complaints and feedback

If you have a concern or complaint about Normanton Common After School Club, please contact the school office in the first instance. If the matter is not resolved, it will be escalated in line with the school's complaints procedure.

Evaluation and Review

The after-school provision will be regularly monitored and evaluated to ensure it is meeting the needs of pupils and families. Any issues or concerns will be raised by staff to a member of the SLT. This should be done in a timely manner.

Pupil and parent/carer feedback will be gathered through surveys and informal conversations to inform ongoing improvements. The After School Club policy will be reviewed annually by the Governing Body to ensure it remains fit for purpose and aligned with the school's priorities.

The school will review this policy annually and update accordingly to include changes in the law and guidance on good practice. The policy will be promoted throughout our academy communities and shared with outside agencies and partners as required.

Document Detail	
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Version Control

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