



After School Club Bookings and Admissions Policy

Date ratified	March 2025
Committee Responsible for Policy	Business Committee
Date to be updated	March 2026 (ready for new Financial Year)
Headteacher Signature	
Chair of Governors/ Committee Signature	

Growing together as children of God

At Holy Trinity C of E Primary School:

- we want our pupils to **grow** in confidence, independence, resilience and knowledge, so that all achieve their full potential and develop a life-long love of learning and of the world around us.
- we work **together** with families, community and church to model positive relationships, supporting each other and acknowledging that we are stronger when we work together.
- we are growing together as **children of God**, strengthening our faith, secure in the knowledge we are unique, loved and cherished.

Biblical Basis for Policy

Mark 9:36-37

He took a little child whom he placed among them. Taking the child in his arms, he said to them, “Whoever welcomes one of these little children in my name welcomes me; and whoever welcomes me does not welcome me but the one who sent me.”

After School Club Mission Statement

We aim to provide a safe, healthy and fun home-from-home environment for children in our After School Club, in support of our wider Holy Trinity mission statement: ‘**Growing Together as Children of God**’.

- We want our pupils to **grow** in confidence, independence, resilience and knowledge, so that all achieve their full potential and develop a life-long love of learning.
- We work **together** with families, community and church to model positive relationships, supporting each other, and acknowledging that we are stronger when we work together.
- We are growing together as **children of God**, strengthening our faith, secure in the knowledge we are unique, loved and cherished.

I. Introduction

There are 80 places in the club each day.

The hours of operation are from the end of the school day until 6pm. Parents may choose to collect their children at 4.30pm, 5.15pm or at any time between 5.30pm and 6pm. Children can only be collected at other times in an emergency.

HOLY TRINITY C of E PRIMARY SCHOOL

The cost of each full session is £20 per child. From time to time, ad hoc sessions may be available at a cost of £13.00 per child (short sessions) or £22 per child (full sessions).

This policy sets out:

- the way in which places will be allocated where demand exceeds the number of places available
- the process for booking and cancelling places
- the way in which payments must be made
- the process for collecting children from the After School Club.

This policy should be read in conjunction with the After School Club Behaviour policy. The After School Club follows the school's Anti-Bullying and Complaints policies.

2. Admissions

There are 80 places in After School Club each day with approximately half of these being allocated to children in Reception, Years 1 and 2 and approximately half being allocated to children in Years 3 to 6. This target balance will be considered when new places are allocated e.g. if more than half of the places are allocated to Key Stage 2 children then the next available space will be offered to the child from Reception or Key Stage 1 at the top of the waiting list.

Where the number of applications for a place in the After School Club exceeds the number of places available the places will be allocated in priority order:

1. To siblings of children already in the club on the day requested, in accordance with the date registered
2. Where there is an exceptional need for the child to attend the club. Exceptional need will be defined as a situation where the parents or child need additional support from the school e.g. due to bereavement or illness within the family. Places granted due to exceptional needs are likely to be granted on a temporary basis and should be requested by writing to the Headteacher. The decision on whether there is an exceptional need will be made by the Headteacher (or another Senior Leadership Team member in her absence) and all decisions will be final.
3. According to the date of registration.

When a place is offered in After School Club, parents have up to 48 hours to respond and accept the place before it is offered to the next child on the list. Failure to respond within 48 hours will result in an offer being automatically withdrawn and the applicant being returned to the waiting list, with the date of registration being amended to the date when the places were offered. Places must be taken up within 4 weeks of acceptance of the offer being made. Failure to take up the place within 4 weeks will result in the applicant being returned to the waiting list.

Where the school is not able to offer all the days that have been requested, it will offer as many days as are available. If parents then choose not to accept any of the days which are available and have been requested when applying, the child will remain on the waiting list for those days but the date of registration will be amended to the date when the places that were offered and turned down. This means that the child will move to the bottom of the waiting list.

3. Regular Bookings

When a regular booking is made it will be assumed that the place will be required for the full academic year or the remainder of the academic year if the place is offered during the academic year. The academic year is from September until July inclusive. Cancellations are processed according to the terms set out below.

Parents will be contacted via ParentMail in the summer term to inform them that they should rebook their place for the following academic year giving a date by which parents need to rebook. If parents rebook before the deadline, their place will roll-over to the next academic year.

To make a new booking please contact the After School Club Administrator by email (afterschoolclub@holytrinity.merton.sch.uk). All bookings will be confirmed in writing via email.

Offers will be made by email or, if no email address is available, by letter.

4. Ad Hoc Bookings

Any free spaces in After School Club (either because regular spaces are available or because children who attend on a regular basis will not be attending on a specific day) will be offered for purchase as Ad Hoc Sessions.

Ad Hoc Sessions, when available, must be booked and paid for via ParentMail. Ad Hoc Sessions will be visible in the Payments-Shop section of ParentMail. If no sessions are visible then no spaces are available, so parents should not telephone the school office or contact the administrator to check.

There are two types of Ad Hoc Session:

- Ad Hoc Full Session – end of school to 6pm
- Ad Hoc Short Session – end of school to 4:30pm

Children attending an Ad Hoc Short Session must be collected at the finish time of 4:30pm. There is no capacity for children to remain in After School Club beyond this time. Children who are not collected on time will wait in the school entrance area under the supervision of the office staff, and our Late Collection policy below will apply.

Children attending an Ad Hoc Full Session must be collected by 6pm (see collection times above) in accordance with our Collection and Late Collection policy below.

5. Payments

Places in the After School Club are charged as follows:

- The cost of a Regular After School Club is £20 per session per child
- The cost of an Ad Hoc Full Session (when available) is £22 per session per child
- The cost of an Ad Hoc Short Session (when available) is £13 per session per child

All payments must be made in advance, with the full cost of sessions for the following half term payable no later than 8am on the first day of the half term.

Payments for Regular After School Club Sessions should be made online using ParentMail, with Childcare Vouchers or through the Government's Tax Free Childcare Account scheme. Payment may only be made by cheque or cash in exceptional circumstances, with prior agreement from the After School Club Administrator and Finance team.

Where applicable (e.g. due to accidental overpayment), refunds will be made through ParentMail where parents have paid through ParentMail, so that families reach a 'zero balance' by the end of each half term. Overpayments made by Childcare Vouchers will be carried over to the next half term.

Payments for Ad Hoc Sessions may only be booked and paid for using ParentMail. These cannot be paid for with Childcare Vouchers, with cash or by cheque. Payments for Ad Hoc Sessions are non-refundable.

It is the parent's responsibility to ensure that money is received by the After School Club on time.

Where families are experiencing exceptional need and may temporarily need to pay in instalments they must request this by writing to the Headteacher before the payment deadline. Payment by instalments will only be agreed on a temporary basis. The decision on whether there is an exceptional need will be made by the Headteacher (or another Senior Leadership Team member in her absence) and all decisions will be final.

6. Overdue Payments

When a payment (including a payment due to a late collection) is two weeks in arrears, a letter or email will be sent asking for payment within 48 hours. If payment is not made within 48 hours there will be a 10% fine on the overdue amount. The After School Club may suspend a place in the club after 48 hours has elapsed until the payment is made.

If payments are received in arrears on more than two occasions, the After School Club may withdraw a child's place in the After School Club and will offer the place to a child on the waiting list. The period of notice given by the After School Club will be 2 weeks.

Parents who are unable to meet their obligation to pay for a child's place in the After School Club should discuss the situation with the Headteacher immediately.

7. Cancellations and Non Attendance for Regular Sessions

If parents no longer require a session at After School Club on a regular basis, they must give 4 weeks written notice (by letter or email) to withdraw from that place. Parents will be required to pay for the place until 4 weeks has elapsed, irrespective of whether the place is taken up by another child, other than in exceptional circumstances (see below).

If parents no longer require a session at After School Club on a one-off basis, they must inform the After School Club Administrator in writing (letter or email) as soon as possible. This is to ensure that children will be dismissed by their class teacher at the end of the day rather than sent straight to After School Club. If a child will be absent at very short notice, parents should telephone the school office as well as sending an email.

Refunds are not payable for non-attendance at regular or ad hoc sessions, other than in exceptional circumstances (see below).

Regular places in After School Club may be forfeited if the child regularly and consistently does not use their place in the club, to maximise fair access to the club for those on the waiting list. Exceptions can be made for exceptional circumstances.

Exceptional circumstances include those where a child is unable to attend or the place is not needed for reasons beyond your control – for example redundancy, bereavement or long term illness. Short term illnesses, playdates, unexpected family visitors or changes to a parent's work schedule are not considered exceptional circumstances. If parents would like to discuss exceptional circumstances with the school they should email the Headteacher. The Headteacher's decision (or the decision of another Senior Leadership Team member in her absence) on whether a circumstance is exceptional is considered final. Where cancellations or non-attendance are agreed to be due to 'exceptional circumstances' parents will be notified in writing and refunds will be given.

If children do not attend the first part of an After School Club session because they are taking part in a school-organised Activity Club, this will not be considered non-attendance, but parents will be charged the full amount (i.e. £20) for the place in After School Club. If parents choose to cancel a child's regular place at After School Club (in accordance with the Cancellation policy) because their child will be attending an Activity Club instead, all future After School Club bookings (e.g. the following term) will be treated as completely new bookings and if no space is available then the child will be added to the waiting list.

8. Collections and Late Collections

The After School Club will run from the end of the school day until 6pm, but children may be collected at 4.30pm, at 5.15pm or at any time from 5.30pm onwards if parents prefer. Parents should advise the school office of their planned collection time with as much notice as possible, and ideally by 2.30pm on the applicable day.

If someone other than a parent is collecting a child, parents must inform the After School Club Administrator by email giving a name and telephone number, ideally by 2.30pm on the applicable day.

Parents are expected to have collected their children by 6pm otherwise they will be deemed to have been late. If parents arrive after 6pm and their children have left something at school they will not be allowed back into the school building or club room and will be asked to collect it the following day.

The time used to calculate late charges is the time at which the parent and child leave the school building. This will be recorded by After School Club staff. Parents who are late collecting their child will be charged £5 for every 15 minutes or part thereof past 5.45pm. The After School Club Administrator will write to parents each time they are late and if parents are late on more than 2 occasions on the same day in any term the After School Club may withdraw a child's place in the club. The period of notice given by the After School Club will be 2 weeks.

If a parent knows that they are likely to be late to collect their child they should call the school office on 020 8542 1591 as soon as possible. The office closes at 4.45pm so after this time parents may call the After School Club emergency number: 07716 096331.

9. Behaviour

We expect the same levels of good behaviour from children in the After School Club as we do in school. There is a separate After School Club Behaviour Policy, but in addition, the 'Growing Together Rules' used in the school will also be used as a guide. The After School Club also follows the school's Anti-Bullying Policy.

10. Safeguarding

The After School Club follows the school safeguarding procedures and all members of staff are trained in these. It might be necessary for a risk assessment to be carried out before your child is offered a place at After School Club. Reasons for this include behavioural and physical needs and there will need to be a conclusion of no or low-level risk for a place to be offered.

11. Complaints

The After School Club follows the School Complaints Policy.