

Brunshaw Primary School

Burnley



***'Inspiring children to be resilient and aspirational learners,
within a positive and considerate community.'***

After School Care Policy

June 2026

Agreed by Governors: 09/07/2026

Brunshaw Primary School After School Care is open to all children who attend the primary school.

Aims

To provide care for children within the school community that meets the needs of parents/carers.

To provide a happy, welcoming, safe and secure place where all children are valued.

To provide a range of structured play activities to engage and stimulate the children.

Organisation

The After School Care is open Monday-Friday from 3.15pm-6pm.

The club is available for children from Reception to Year 6.

The club is located on the school premises. Parents collect their children via the school office.

A list of all pupils booked into the After School Club will be emailed daily to all teachers and teaching assistants.

Arrival Procedures for After School Club (ASC)

To ensure the safe handover of all children to After School Club (ASC), all children, including those in Year 6, must be accompanied to ASC by their class teacher or teaching assistant.

On arrival, each child must be checked against the ASC register with the ASC staff member before the teacher or teaching assistant leaves. Staff must also inform ASC of any after-school clubs or changes to collection arrangements for children attending that day.

The children will be offered a light snack and drink. Children with any dietary requirements will be catered for.

Typical activities will include:

Art and craft activities.

Sports activities and team games.

Lego and construction.

Board games.

We ask that no items are brought in from home as After School Club will not be responsible for any loss or damage.

Behaviour

The school rules and behaviour policy will be followed to ensure consistency for the children at the club. We expect good behaviour and respect for others. The After School Care reserve the right to withdraw the service if a child's behaviour is unacceptable.

First Aid

The club has access to first aid and the member of staff will hold a current Paediatric First Aid Certificate. All accidents will be recorded in the accident book and reported to the parents/carers on collection. In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible

Safeguarding

All staff are trained in Child Protection procedures and follow the recording and reporting procedures identified in the Brunshaw Primary School Safeguarding Policy.

Booking

It is essential that pupils are booked into the After School Club in advance on Parentpay.

NO BOOKINGS WILL BE TAKEN AT THE SCHOOL OFFICE OR AT AFTER SCHOOL CARE.

All parents/carers must complete a registration form for each child attending After School Care and sign an agreement to adhere to the terms of this policy (this is completed when a child is first registered for After School Care) Any changes to days must be put in writing to the Brunshaw Primary School with at least two weeks' notice.

Fees and Payments

The fee for After School Care is £9.00 per session. All fees are payable in advance. Payment is to be made via the cashless system (ParentPay). If payment isn't received at the same time as booking, your child's place will not be guaranteed.

Late Collection from After School Care

Collection after 6:00pm will incur an extra charge of £5.00 per 5 minutes.

Late collection fees will need to be paid immediately. Failure to do so will mean that your child will not be permitted to be booked in the future.

Cancellation

The only cause for cancellation would be school closure due to adverse weather conditions or problems with the school building e.g. no heating or water supplies. In the event of closure a member of staff will contact parents as soon as possible. School closure through adverse weather conditions will be on the school website.

Refunds

When a child is reported absent in the morning or is sent home sick during the day of a booking, their club place will be automatically cancelled and fees refunded. NO other cancellations will be accepted on the day.

The school will offer no refunds if your child fails to attend a pre booked session.

Equal Opportunities

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equal Opportunities policy.

Complaints

All complaints will follow the school's Complaints Policy which can be found on the school website.