





# Extended School Club Policy

<b>Formally adopted by the Governing Body of Mulbarton Primary School</b>	
<b>On</b>	<b>March 2026</b>
<b>Head Teacher</b>	<b>Mrs N Hall</b>
<b>Chair of Governors</b>	<b>Mr D Hall</b>

Last updated: March 2026

## **Contents:**

### Statement of intent

1. [Purpose of the policy](#)
2. [Aims](#)
3. [Hours](#)
4. [Admission, booking procedures and payment of fees](#)
5. [Absence](#)
6. [Venue](#)
7. [Register and collecting](#)
8. [Late collection](#)
9. [Snacks](#)
10. [Activities/Provision](#)
11. [Behaviour](#)
12. [Health & Safety](#)
13. [First Aid](#)
14. [Staffing](#)
15. [Parking](#)

## **1. Purpose of the policy**

- To describe how the school delivers a Breakfast Club and After School Club service which is affordable, sustainable and of quality.

## **2. Aims**

Through our Breakfast and After School Clubs we intend to:

- Provide opportunities for fun, enjoyment and learning through a range of activities.
- Encourage children to develop friendships between age groups and work together cooperatively.
- Provide affordable, child-care for working parents.

## **3. Hours**

- Extended school runs during term time Monday to Friday. Our Breakfast Club starts at 7.45am and After School Club starts at the end of the school day, closing at 6pm.
- All spaces are subject to availability based on ratios.
- Places are allocated on a first come, first served basis.
- Children may arrive at Breakfast Club at any point during the session.
- Children can be collected at any time during the hours the After School Club runs.
- The clubs are open to all children from Reception to Year 6.
- Reception and KS1 children will be escorted to the After School Club at the end of the school day. KS2 children will make their own way to the club at the end of the school day, unless there is a need for an adult to accompany them.

## **4. Admission, booking procedures and payment of fees**

- A password must be given before a child can attend the club.
- Regular bookings will continue until the place is cancelled or the child leaves Mulbarton Primary School. A minimum of one month's notice, in writing, must be given to cancel any sessions or the place, or fees will still be payable.
- One-off bookings can be made if space is available.  
Please email [extendedschools@mulbartonprimary.norfolk.sch.uk](mailto:extendedschools@mulbartonprimary.norfolk.sch.uk) with your enquiry.
- Confirmation of a place will be given by return of email.
- Fees must be paid through BACS. Payment details are shown on the invoice.
- If a parent/carer is experiencing difficulty with payment of their fees, they should contact the finance team as soon as possible on [finance@mulbartonprimary.norfolk.sch.uk](mailto:finance@mulbartonprimary.norfolk.sch.uk)
- In the unlikely event that there is a debt against an account, the place may be cancelled until all fees have been paid. The place may be reinstated once all outstanding debts have been cleared, in agreement with the Headteacher and subject to availability. Through discussion with the Headteacher, a repayment plan may be agreed. We will pass any unpaid debts to Norfolk Public Law.

## **5. Absence**

- If you have booked your child into either of the extended school clubs and they are absent from school, the fees will not be reimbursed, unless in exceptional circumstances and with prior agreement of the Headteacher.
- There will be no charge if the child misses a session owing to a residential trip arranged by the school.

## **6. Venue**

- Breakfast Club and After School Club are based in the Upper School hall; different activities may be carried out in other locations within the school premises.

## **7. Register and collecting**

- A register of children who attend After School Club is taken at the start of each session. The register is held in the school office.
- Parents should collect their children from the extended school's foyer. Entrance is through the blue double doors. If children are in a different location, a member of staff will arrange for them to come to the Upper School hall.
- If a parent is unable to collect their child as arranged, they must call the mobile number at the bottom of this policy immediately.
- Each family must agree a password with After School Club to be used by other adults collecting their child.
- If alternative arrangements have been made and your child will not be attending After School Club, please call the school office during the hours of 8.30am – 4pm. No refunds will be given.

## **8. Late collection**

- If a child has not been collected by the end of the session, 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 30 minutes, the police and Children's Services will be informed.
- Late collection may result in extra charges to cover staffing.

## **9. Snacks**

- Children are welcome to bring their own healthy snack, in line with our nut-free policy.
- Fresh drinking water is available to the children at all times.

## **10. Activities/Provision**

- Each session, a range of activities are planned for the children in extended school clubs. These may include outdoor activities, role-play, crafting, reading, cooking, computers/lpads.
- The age of the children is considered when planning activities to ensure they are appropriately pitched.

## **11. Behaviour**

- Children and staff are expected to follow the school's ethos whilst attending our extended school clubs. The school's Behaviour Policy will be followed.
- The school reserves the right to exclude a child from After School Club if the behaviours they display are unacceptable or unsafe.

## **12. Health & Safety**

- In the event of a fire or evacuation, procedures are detailed in the Fire Procedures folder for After School Club. All staff are familiar with these documents. In case of an emergency (such as medical or missing child), a member of the Senior Leadership Team will be immediately informed and agreed procedures followed.

## **13. First Aid**

- A qualified, paediatric first aider is on site during sessions.
- A first aid kit will be taken outside when children participate in outdoor activities.
- All minor injuries where first aid is given, will be recorded on the school's First Aid log and the accident will be reported to the parent/carer when collecting their child.
- Parents/carers of any child who become unwell during their time at the club will be contacted as soon as possible.
- All staff are made aware of the children who have Health Care Plans and the information they contain.

#### **14. Staffing**

- The school aims for a ratio of 1 adult to 15 children 1:15.
- All extended school staff are DBS checked and attend statutory safeguarding training. Staff are familiar with the Safeguarding Policy and are clear about how to deal with safeguarding concerns.

#### **15. Parking**

- When bringing your child to Breakfast Club, please park outside the school gates and not in the staff car park as staff are arriving during this time. Parent/carers of children attending After School Club may park in the school car park from 4pm.

Enquiries regarding bookings and payments: 01508 570326 or email [extendedschools@mulbartonprimary.norfolk.sch.uk](mailto:extendedschools@mulbartonprimary.norfolk.sch.uk) Enquiries during the session: 07535918150