



DDAT
Derby Diocesan Academy Trust

Bishop Pursglove CE Primary School

Before and After School Club Registration
Pack

Revised January 2026

Before and after School Club Information Pack for parents/guardians

We have produced this pack to answer some questions you may have and to give you copies of the most important policies and procedures that will affect your child if they attend the club. We are very happy to discuss anything about the club with you.

Breakfast /Afterschool Club Mobile Number tbc

Children have plenty of space to play with access to the Hall, the playground and field. Drinks and a snack will be provided at the club and a variety of activities are organised each day to meet a range of ages and interests.

Breakfast club fees include breakfast: cereal, toast and juice.

Afterschool club fees include a drink and a snack.

Children will be cared for safely by a team of staff; with at least one staff member per eight children.

The club is managed by the Headteacher.

To book a place for the **Breakfast Club (BC) or After School Club (ASC)**, please log in to **Arbor**. We kindly ask all parents and carers to ensure that their personal details, as well as their child's information are correct and up to date on Arbor, as this information will be used for our records and communication.

Bishop Pursglove Primary School Before and After School Care

- To provide an integrated approach to wrap around care, ensuring consistency of approach, expectations and play opportunities
- To respond to the Extended Services Agenda and to the needs of children at the school by providing a varied menu of activities including sporting, artistic and cultural.
- To ensure coherence between before/after school care, standards and the Children and Young People's Plan (CYPP). Pupils are at the centre of a coherently delivered service, ensuring they arrive at lessons motivated and ready to learn.
- Pastoral needs of children are met through close working relationships between teachers, teaching assistants and playworkers.
- Themes and events organised by the school form an integral part of the activities at the before/after school club.
- Children are provided with a nutritional breakfast and afternoon snack.
- Accountability and line management are clearly defined and are the responsibility of the SLT and local committee members of the School.
- The before/after school care needs to be viable as not to impinge on the school budget but it is also non profit making in so much that money raised is reinvested into resources and activities for children attending the club.

General Information

Bishop Pursglove Primary School Before and After School Club provides before and after school activities for children aged 4 (Reception age) to 11, in a safe, happy environment, supervised by caring, experienced staff.

The morning session start at 7.45am and breakfast is provided if you wish your child/ren to have some. (Breakfast Club Mondays – Thursdays) The children are then able to sit and do quiet activities and play before they are taken to line up with the other children at 8.40 am.

The after school sessions start at 3.30pm (when school ends) and finish at 5.30pm (Mondays, Tuesdays and Thursdays). There are no after school sessions on a Wednesday or a Friday. A varied programme is offered including arts, sport and recreational activities. There is a quiet area set aside where children can read, rest or do homework. A snack will be offered daily and drinks are available throughout the session.

Children attending After School Club are supervised by Club Staff at all times during club hours until they are collected by their parent/guardian (or an authorised adult).

Children eligible to join Bishop Pursglove CE School Before and After School Club

Any child attending Bishop Pursglove Primary School is eligible to join.

Reserved places must be booked via Arbor.

Fees

Charges are:-

- **£6.50 for Breakfast Club (Monday – Thursday)**
- **£6.50 for After school 'til 4.30pm (Monday, Tuesday & Thursday)**
- **£11.75 for After school 'til 5.30pm (Monday, Tuesday & Thursday)**

Sibling discounts

A discount of 10% will be given on the above fees for bookings for second and subsequent children in the same family.

Payment of Fees

Invoices are sent out via Arbor and must be paid via this system. If you are wishing to use childcare vouchers then please contact the office as this is different.

Sickness, Accidents, First Aid and Emergencies

If a child becomes ill during a session, every attempt will be made to contact one of the people listed on the Registration Form to arrange collection of the sick child. The child will be cared for until collection. In the case of a minor accident, basic First Aid will be administered. Medication can only be administered with specific written instructions from a parent/guardian.

In the case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/guardian to discuss the course of action to be taken. If a child needs emergency hospital treatment the staff will first call an ambulance, then attempt to contact the parent/guardian and will continue to do so until successful. A member of staff will accompany the child to hospital and remain with them until a parent/guardian arrives.

In the event of us not being able to contact you, you are giving permission for the Playworker to act "in loco parentis" e.g. the parent/guardian cannot be contacted in time, the Playworker will invoke that authority to take action to gain appropriate medical treatment for the child. If you do not wish to give such authorisation, please delete the relevant paragraph on the Registration Form.

Important Information

Parents/guardians are responsible for ensuring that contact details provided are kept up to date on Arbor.

Safety and Security of Children

The safety and security of children attending our club is a very important matter and everyone concerned has a part to play. This policy has four parts setting out the responsibilities of everyone involved with the club; parents, guardians, children and staff.

1. Responsibilities of parents/guardians

- Making sure that the contact details are correct on Arbor.
- Notifying the Playworker if their child/ren will be arriving late for the club for any reason, e.g. after school activities.
- Notifying the club if their child/ren are not attending for a booked session for any reason. Please note that refunds cannot be given for cancelled sessions.
- Letting the Playworker know during a session if they anticipate being later than planned collecting their child/ren. Fees will be chargeable if there is a late pickup.

- Letting the Playworker know if they have any concerns about their child/ren relating to the club.
- Gaining access to the building to collect their child/ren ONLY via a playworker and not asking children or other parents/guardians to let them in.

NB. Messages can be left with the school office or via the before/afterschool club mobile.

2. Responsibilities of children

Children are responsible for listening to club staff when they are told which parts of the school they may play in because this may be different on different days. For example they may not be able to play out on the field everyday.

Children must not leave the area they are playing in without telling a member of the club staff.

Children must not open the main door of the school to let in parents or anyone else, even if they are known to the children.

3. Responsibilities of Club staff

Club staff are responsible for:

- Checking with the school office whether any messages have been left about non-attendance.
- Collecting all infant children from their classroom teacher at the end of school and taking them to the club room.
- Ensuring children play in a safe way and do not take unnecessary risks while attending the club.
- Recording any incidents or accidents that may occur accurately, and discussing these on the same day with the person who collects the child concerned.
- Ensuring that at all times at least one member of the club staff is aware of the whereabouts of each child during the session.
- Only handing over a child to a responsible person named by the parent/guardian on their contact form or a person nominated by them.
- Recording the time the child leaves in the register.