

# **School's Out**



**Admission & Charging Policy**  
**including**  
**Terms & Conditions**  
**2025-2026**

## **SCHOOL'S OUT ADMISSIONS AND CHARGING POLICY**

***Applicable from September 2025***

### **Provision**

School's Out at Days Lane Primary School is committed to providing well organised, safe, stimulating extended services for children from Reception to Year 6. Our provision is staffed by qualified and caring staff, who are all DBS checked in line with the school's safeguarding policies and procedures. Our staff have experience in caring and working with children and some members of the team already fulfill other roles within the school, and will therefore be familiar faces to the children.

Children attending School's Out will be offered a range of engaging activities, including art and crafts, cooking, board games, puzzles etc. and they will have the opportunity for outdoor play. Children will also have the opportunity to complete their homework should they wish to. However, please note that staff will only be able to guide children in terms of reading the instructions of any homework task. Children will have to complete their homework independently.

Food is prepared by the staff. Children will be provided with breakfast and a snack after school. Please note that the after school snack is not intended to replace the evening meal. Fresh drinking water is available at all times.

### **Booking/Charging Procedures:**

- An online registration form MUST be completed to register your child BEFORE a booking can be made. These are available on the school website or can be requested from [club@dayslanepriary.co.uk](mailto:club@dayslanepriary.co.uk)
- The registration fee is £15 per family and is nonrefundable.
- Places are subject to availability and are allocated in accordance on a first come, first served basis. All places must be booked and paid for in advance on the school Arbor payment system.
- Persistent late collection of the child may result in a withdrawal of the place and a £35 late collection fee.

### **Fees:**

The fees for the academic year 2025-2026 are as follows:

**Breakfast Sessions 7.30am - 8.30am:** £6 advanced booking/£9 ad-hoc booking

**After School Session 3.30pm - 6 pm:** £12 advanced booking /£15 ad-hoc booking

### **Advanced Booking:**

All sessions booked in advance must be paid for at the time of booking in order for the booking to be confirmed. The very latest you can book for a breakfast session is 7am on the day and for after school, by 2pm on the same day. Please note that if you are unable to proceed with booking on Arbor, this indicates that the session is full.

Bookings will only become available once you have successfully completed a registration form for your child, paid the £15 registration fee and have no outstanding debts with the school, this includes money owing for school dinners and any money owing on sibling account.

### **Adhoc Payments:**

An Adhoc charge will be applied to sessions not booked within the required time frame and will be charged to parents by the club administrator and must be settled within 24 hours.

Adhoc sessions are subject to availability and staffing. If you have not booked for your child and the club is full, staff will be unable to accept your child.

**Late payments:**

No additional sessions can be booked if late collection or adhoc fees are owing. Advanced sessions cannot be booked, without payment in advance.

We reserve the right to withdraw the Breakfast and After School club facility, for any parent who has late collection fees or unpaid session/s on their account.

If, for any reason you have problems or queries with your payments please do not hesitate to contact [club@dayslaneprimary.co.uk](mailto:club@dayslaneprimary.co.uk) and the matter will be dealt with confidentially.

**Cancellation/change of days:**

Alterations to your booked sessions must be done in writing, submitted via email to [club@dayslaneprimary.co.uk](mailto:club@dayslaneprimary.co.uk). Verbal notice will not be accepted. **Refunds will only be issued if you cancel at least one week prior to the session.**

Adhoc sessions cannot be cancelled or altered.

The full session amount will remain payable, for non-attendance of any booked or paid ad-hoc session/s, if the cancellation procedure hasn't been followed.

**Absence:**

If your child is absent from school, we will ensure they are marked absent from School's Out too. Please inform us if your child is in school, but you no longer need to make use of our provision, so as to allow us to maintain our attendance records and appropriate staffing levels. In line with our policy on cancellations, the fees paid remain non-refundable unless proper notice is given.

**Child Protection / Wellbeing:**

The safety and wellbeing of the children at School's Out is of paramount importance and all information regarding a child will be treated in confidence.

All staff are trained to deal with child protection/safeguarding matters and if any concerns arise these must be reported to the club supervisor. All staff will adhere to school policies and procedures.

For safeguarding reasons, all children must be signed in and out of School's Out each day when they attend.

The staff expect children to be collected by a named person on the registration form. If for any reason you need a different person to collect your child on a given day, you must notify the club supervisor by email. If a different person is collecting your child they will be asked to provide the password submitted when you registered your child. If you need to update this at any time, please email the club lead via [club@dayslaneprimary.co.uk](mailto:club@dayslaneprimary.co.uk)

On collecting your child after school, the staff will advise you of any key information that they need to pass on e.g. child not eating, first aid administered etc. This information will be written in the sign out book and parents and the staff asked to sign. This is to ensure that both parties have discussed key information.

If your child becomes ill whilst at the breakfast or after school club you will be notified and asked to collect them. Please inform the breakfast or after school supervisor if your child contracts any infectious illness. If your child has had sickness or diarrhoea we are unable to allow them to attend the club for 48 hours.

School's Out closes promptly at 6.00pm. If you are delayed for any reason please contact the supervisor by email to advise them of the delay. A late collection fee of £35.00 per child will be charged if you collect your child after School's Out has closed at 6.00 pm. Continuous late collection may result in your child not being able to attend School's Out.

If your child remains uncollected after 6.30 pm and you have not advised the supervisor of the delay, and we have been unable to reach you on any of the emergency contacts provided, the supervisor will follow school procedures and contact the Local Authority Children's Social Care Team and/or the Police.

## **Inclusion**

Days Lane Primary School adopts an inclusive approach, providing adaptations within the club where necessary for the individual needs of our children.

We are proactive in ensuring that any appropriate action is taken when a child is identified as having a special educational need.

Staffing arrangements are considered to meet the individual needs of children who have special needs but unfortunately, we cannot offer 1:1 support for any child.

The environment is organised so that these children have equal access to the facilities and activities available. If you would like to discuss the above in detail, please contact the club Lead via [club@dayslanepriary.co.uk](mailto:club@dayslanepriary.co.uk)

## **Behaviour:**

We promote an atmosphere of care, consideration and respect for everyone attending School's Out, which includes children, staff and visitors and poor behaviour will not be tolerated. We encourage co-operation and sharing and staff will treat children with the same courtesy that they expect from them.

School's Out expects the same behaviour from children as they would behave during the school day. Although the setting is more relaxed than the classroom, the environment is still structured and maintained and children must behave appropriately.

School's Out is a place of safety and security for children and we will not tolerate aggressive, violent, confrontational or threatening behaviour from any parents, carers, children or visitors. We reserve the right to ban any child who exhibits inappropriate behaviour towards any staff member or child.

A record will be kept to track incidents of poor behavior, via CPOMS. If poor behaviour is considered to be either too disruptive, consistent or too serious (to the detriment of others safety or enjoyment of the club), the pupil may be excluded from School's Out on a fixed or permanent basis. Such decisions will be made by the Headteacher, whose decision is final. Examples of behaviour that could lead to exclusion include:

- Physical assault on another pupil or adult
- Verbal abuse / threatening behaviour towards another pupil or adult
- Bullying
- Racism
- Sexual misconduct
- Damage to school property
- Theft
- Persistent disruptive behaviour

Please note that this list is not exhaustive, but merely illustrative.

## **Complaints:**

We value our relationship with parents/carers and are committed to working in partnership to provide high quality play and care for your children. We welcome discussion and feedback and will listen to your views and concerns.

If you have any comments or complaints regarding the provision provided, please make these in writing via email to the Headteacher and Supervisor at [club@dayslanepriary.co.uk](mailto:club@dayslanepriary.co.uk).

A full copy of the schools Complaints Policy is available on the school website and on request.

## **Reservation of rights:**

School's Out reserves the right to exclude a pupil from attending or to refuse an application for registration. School's Out reserves the right to close on the grounds of staff shortage, unavailability of facilities, or any reason which in its reasonable opinion necessitates closure. Reasonable notice will be given where possible, and refunds for booked places will be issued if the closure is sudden.

School's Out reserves the right to change these terms and conditions at any time and will give written notice of such changes to parents and carers.

**Legal: Waivers, exclusions, jurisdiction**

No failure or delay by School's Out in exercising any of its rights shall prejudice or affect its ability to do so unless it has provided a specific waiver or release in writing.

School's Out accepts no liability for the administration of medicine in accordance with parents and carers written instructions. Medicines will not be administered in the absence of written instructions.

School's Out accepts no responsibility for injury caused by pre-existing medical conditions which are not notified to staff.

School's Out accepts no liability for loss or damage (including consequential loss) to property brought to the premises, caused by the actions of pupils or third parties, or for accidental damage caused by and staff, and School visitors.

## TERMS AND CONDITIONS

- I consent to my child attending School's Out and understand that Days Lane Primary School manages this in accordance with policies in place within the school, including; Safeguarding, Behaviour Management, Inclusion, Equality and Complaints.
- Places must be booked and paid for in advance to ensure a place is available for my child.
- I understand that the full session amount will remain payable, for non-attendance of any booked or paid ad-hoc session/s, if the cancellation procedure hasn't been followed.
- School's Out sessions end promptly at 6pm. A late fee of £35 will apply per child collected after 6pm.
- The school reserves the right to revoke membership on the grounds of anti-social behaviour or any repeated behaviour affecting the wellbeing of School's Out pupils, staff or community.
- If I do not collect my child by 6.30 pm and staff have been unable to reach me or any other emergency contact, I understand that the staff will follow the school's procedure for uncollected children held within the Safeguarding policy.
- I will supply any additional information which may be significant in caring for my child, eg; allergies, medical or behavioural conditions or specific care plans.
- I give consent that, in the event that I am unable to be contacted, my child may receive first aid treatment administered by a trained First Aider. In the event of an emergency medical situation, my child may undergo any emergency medical treatment as deemed necessary by medical personnel.
- I understand that the staff working at School's Out will adopt the main principles of the schools behaviour policy. Children are expected to show good behaviour to staff and other children. I understand that if staff have any concerns regarding my child's behaviour they will notify me the same day.
- In line with school policy, School's Out cannot accept responsibility for valuables.
- Payments must be made in advance. Should payments not be made we reserve the right to ask you to withdraw your child from School's Out. The club operates a 'zero debt' approach.
- Information held by School's Out regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the Safeguarding Lead has a legal duty to pass certain information onto external agencies including; Local Authority Designated Officer for Safeguarding and Social Care in line with the school's Safeguarding Policy.

### PARENT/GUARDIAN DECLARATION

Please ensure you have read the 'Terms and Conditions' as well as the 'Admissions and Charging Policy'. By signing below, you verify you have read, understood the conditions stated.

Child's Name	
Parent/ Carer Signature	
Date	