



Introduction

The A-Z Club is run by Devonshire Primary School and exists to provide high quality out-of-school hours childcare for the children of parents/carers who attend the school (excluding Nursery). It provides a range of stimulating and creative activities in a safe environment.

The Club operates from 7.30am to start of school and from the end of school to 6.00pm term time and current costs for each session can be obtained from the Parental Contract, school office or club staff. This policy is highlighted to all parents of children attending the club and is also available on the school website.

Staffing - Ratios/Capacity

The club manager holds a suitable qualification in childcare and *has* an appropriate level of experience in this field to manage the club.

All staff will have appropriate training including Child Protection training. Where necessary staff will have NVQ2 and/or NVQ3 in childcare, first aid and food hygiene qualifications, which are renewed as required.

The capacity of the Club sessions are as follows:

- Breakfast Club - max 50 children,
- After School Club - max 70 children.

Admissions

- Only children attending Devonshire Primary School are eligible to attend the club in term time.
- All places are subject to availability.
- The registration process must be completed in full prior to the child's commencement at the club (Parental Agreement/Booking Form). Children's Information will be shared between the school and the A-Z club.
- All club staff are made aware of the details of a new child.
- Children's daily attendance is recorded in a register.
- Parents must inform the club promptly of any changes to address/contact details.

Bookings & Ad-hoc Sessions

All parents complete a Booking Form (Appendix 1) for each child attending the club and sign a Parental Contract of Agreement to adhere to the terms of this policy (Appendix 2).

Bookings for each half term must be made before the end of the previous half term. Bookings made after the start of the half term, that the booking is for, will be classified as ad-hoc bookings and charged at the ad-hoc rate.

Arrival

Before School Club: 7:30am

- Children must not be dropped off and left unsupervised. Parents are required to bring their child directly to the club door to personally hand over care to A-Z Staff. Parents/carers should alert staff to their arrival by pressing the A-Z Club bell (situated to the left of the entrance door) or calling the A-Z Club mobile if the bell is not working.
- Children must arrive by 8:00am to receive breakfast.
- Last entry to breakfast club is 8:20am.
- At the end of the session, the register is taken, and the children are dismissed to class. Reception children are escorted to their class by A-Z staff.

After School Club

- Children in Reception are collected by a member of the A-Z staff team.
- Children in Years 1-6 will go straight from their class to the club.
- Children attending a school activity/external club (between 3:15 and 4:30pm) will be sent to A-Z club by the club staff at the end of the activity.
- An A-Z staff member will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure (After School Club)

- When a child is collected at the end of or during a session, they will be signed out by a member of the A-Z staff team where they will record who collected the child and the time of collection.
- Parents who wish their child in Year 5/6 to walk home alone must confirm this in writing to the club manager. No child will be allowed to walk home alone during times of darkness unless the parent has expressly notified the club manager in writing that they consent to this.
- Parents must ensure that any person who may collect their child is listed on the School's Admission Form and that this information is kept fully up to date.
- Children must be collected by a person that is 14 years old or over.
- Passwords are used to confirm the person collecting is authorised to do so.
- Parents must inform the A-Z club if their child is going to be absent.

Example Daily Routines

Morning session

- 7.30am - parents bring their children to the club (see *arrival* above) where a range of activities are set out.
- 7.40am - children wash their hands ready to enjoy a freshly prepared breakfast, taking into account dietary requirements – drink/toast/cereal/fruit. Any child arriving after 8.00am will only receive a drink and a piece of fruit.
- 7.30am - 8.15am - children can then choose from a range of play and planned activities, both indoors and outdoors.
- 8.15am - tidy up time, encouraging the children to take responsibility for the club environment.
- 8.20am – 8.30am – Outdoor Play
- 8.20am – Last entry to Breakfast Club

- 8.30 am - 8.35am - children are encouraged to go to sanitise their hands, collect their coats and bags and sit for the register to be taken. Children are then dismissed to class. Reception children are escorted to class by an A-Z staff member.

Afternoon session

- 3.15pm - 3.20pm children arrive at the club (see *arrival* above).
- 3.15pm – 5.30pm children can choose from a range of play and planned activities, both indoors and outdoors.
- 4.00pm – 4.25pm children arrive at the club from school and external club activities
- 4.00pm – 4.45pm the children will be offered a light healthy and nutritious meal, taking into account dietary requirements (menu available on request). After tea the children can then continue to choose from the activities available, both indoors and outdoors.
- 5.30pm tidy up time, encouraging the children to take responsibility for the club environment and free play thereafter, time permitting.
- By 6.00pm children must be collected by parents/carers.

Example Activities

Activities are based around child-initiated activities which the children have requested. Examples of current activities include:

- Dressing Up
- Games, team games, puzzles, books
- Pool table, table football and Air Hockey
- I-Pads
- Chill Out Zone
- Cooking
- Celebrations for special events and festivals
- Musical instruments
- Small World Play, Role play, dressing up
- Homework area
- Outdoor play and games

Behaviour

Whilst attending the club, children are expected to follow the club rules as outlined in the club brochure and adhere to the Devonshire Choices and playground rules.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Encouraging responsibility.
- Informing parents about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, verbal warnings are given. Then, if necessary, the child will be temporarily removed from the activity and given 'time out'.

- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour. If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid/Accidents

- All accidents will be recorded in the club first aid/accident book.
- All incidents will be dealt with by a qualified first aider as appropriate. All A-Z staff are trained in first aid.
- Parents of any child who becomes unwell will be contacted immediately. If a child is sent home during school hours, the parents must inform the club of the absence.

Missing or Uncollected children

Missing children

In the event that a child goes missing, the following procedure will be undertaken:

- At the start of the session, as children arrive, a daily register is taken of all children, including ad-hocs attending that day.
- Senior school staff will be informed if an expected child does not arrive at the club and the school office will check the school registers, in case the child was sent home during the day.
- The club manager will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the parent/carer and emergency services will be contacted.

Uncollected children

If a child has not been collected by 6.00pm parents will be contacted in the first instance by telephone.

The emergency contacts parents have provided will be telephoned in the second instance.

The police and Social Services will be informed should the club be unable to make contact by 6.45pm.

If you are late collecting your child, you will be charged an additional fee of £9.00 for each 10-minute block for each child. e.g., if you collect at 6:10pm you will be charged £9.00/child and if you collect at 6:20pm you will be charged £18.00/child.

Payment of Fees

We operate a zero-debt policy, and all fee payments must be made in advance.

Parents who have secured a place for their child will receive a confirmation letter including the payment schedule for the current academic year, and the dates that payments are due.

Ad-hoc bookings can be made at short notice subject to availability and an additional charge. Children not collected from school at the end of the school day will be sent to A-Z Club and will be charged at the Ad-hoc rate.

It is a requirement of the club that fees are paid promptly in accordance with the payment schedule. Fees are to be paid in advance and must be paid before the first day of every half term. Payment is due for all contracted sessions even if the child is unable to attend their booked session.

If payment is not received by the due date this may result in a parent losing their place at the club.

The parent signing the club's Parental Contract is known as the 'contracting parent' and is responsible for the payment of all fees.

If a parent is experiencing difficulty with payment of their fees, they should contact the club manager as soon as possible. A-Z club staff will treat all matters confidentially and arrange for discussions in private.

Fees are to be paid online via Parent Pay, Childcare Vouchers (if provided by a parent's employer) or via Tax Free Childcare.

Notice

Four weeks written notice is required to cancel a child's place or amend days attending. Without this notice, payment will remain due and will not be refunded for any booked sessions during the notice period.

For ad-hoc bookings at least 48hrs written notice to cancel any ad-hoc session is required. Payment for ad-hoc bookings, cancelled with notice, will not be refunded but will be held on account. Note that ad-hoc bookings not attended or cancelled with less than 48hrs notice will still be charged. Ad-hoc bookings made on the day will be subject to charge even if they are not attended.

Closures

Payment will remain payable for booked sessions in the event of an unexpected school closure such as snow days and unforeseen circumstances causing the school to close for a short period of time. In the event that school is closed for a longer period, such as a pandemic, the school would review fees due for that period.

Exclusions

Refer to school policy.

Complaints

Refer to school policy.

Policy Review

This policy will be reviewed as required and at least every 3 years.

Responsibility for Policy

This Policy has been approved by the school's governing body.

Publication of Policy

This policy will be published on the school website.



DEVONSHIRE PRIMARY SCHOOL

A-Z CLUB - ANNUAL BOOKING FORM 2026/2027

Name of Child (PRINT NAME): _____
(One form per child)

Date of Birth: _____ Class Year in September or Class Name: _____

Please circle the dates you require or tick ✓ the 'Every Day' column:

Breakfast Club

Autumn 1 – 3rd September to 23 rd October 2026					
Monday	Tuesday	Wednesday	Thursday	Friday	Every Day this week
Inset			3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	1 Oct	2	
Inset	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
Number of Days required in period:					

I would like to book _____ days at £5.00 per day = £ _____

After School Club

Autumn 1 – 3rd September to 23 rd October 2026					
Monday	Tuesday	Wednesday	Thursday	Friday	Every Day this week
Inset			3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	1 Oct	2	
Inset	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
Number of Days required in period:					

I would like to book _____ days at £15.00 per day = £ _____

Please note Year 6 residential trip dates are on the 26th – 28th November

Breakfast Club

Autumn 2 – 2 nd November 2026 to 18 th December 2026					
Monday	Tuesday	Wednesday	Thursday	Friday	Every Day this week
2 Nov	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	1 Dec	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
Number of Days required in period:					

I would like to book _____ days at £5.00 per day = £ _____

After School Club

Autumn 2 – 2 nd November 2026 to 18 th December 2026					
Monday	Tuesday	Wednesday	Thursday	Friday	Every Day this week
2 Nov	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	1 Dec	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
Number of Days required in period:					

I would like to book _____ days at £15.00 per day = £ _____

Please circle the dates you require or ✓ the 'Every Day' column:

Breakfast Club

Spring 1 – 6 th January 2027 to 13 th February 2027					
Monday	Tuesday	Wednesday	Thursday	Friday	Every Day this week
Inset	5 Jan	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
1 Feb	2	3	4	5	
8	9	10	11	12	
Number of Days required in period:					

I would like to book _____ days at £5.00 per day = £ _____

After School Club

Spring 1 – 6 th January 2027 to 13 th February 2027					
Monday	Tuesday	Wednesday	Thursday	Friday	Every Day this week
Inset	5 Jan	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
1 Feb	2	3	4	5	
8	9	10	11	12	
Number of Days required in period:					

I would like to book _____ days at £15.00 per day = £ _____

Please circle the dates you require or ✓ the 'Every Day' column:

Breakfast Club

Spring 2 – 23 rd February 2027 to 27 th March 2027					
Monday	Tuesday	Wednesday	Thursday	Friday	Every Day this week
22 Feb	23	24	25	26	
1 Mar	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25		
Number of Days required in period:					

I would like to book _____ days at £5.00 per day = £ _____

After School Club

Spring 2 – 23 rd February 2027 to 27 th March 2027					
Monday	Tuesday	Wednesday	Thursday	Friday	Every Day this week
22 Feb	23	24	25	26	
1 Mar	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25		
Number of Days required in period:					

I would like to book _____ days at £15.00 per day = £ _____

Please circle the dates you require or ✓ the 'Every Day' column:

Please note SATS week is on the 10th May – 13th May 2027

Breakfast Club

Summer 1 – 12 th April 2027 to 28 th May 2027					
Monday	Tuesday	Wednesday	Thursday	Friday	Every Day this week
Inset	13 Apr	14	15	16	
19	20	21	22	23	
26	27	28	29	30	
Bank Holiday	4 May	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
Number of Days required in period:					

I would like to book _____ days at £5.00 per day = £ _____

After School Club

Summer 1 – 12 th April 2027 to 28 th May 2027					
Monday	Tuesday	Wednesday	Thursday	Friday	Every Day this week
Inset	13 Apr	14	15	16	
19	20	21	22	23	
26	27	28	29	30	
Bank Holiday	4 May	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
Number of Days required in period:					

I would like to book _____ days at £15.00 per day = £ _____

Please circle the dates you require or ✓ the 'Every Day' column:

Breakfast Club

Summer 2 – 7 th June 2027 to 22 nd July 2027					
Monday	Tuesday	Wednesday	Thursday	Friday	Every Day this week
7 June	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	1 Jul	2	
5	6	7	8	9	

12	13	14	15	16	
19	20	21	22		
Number of Days required in period:					

I would like to book _____ days at £5.00 per day = £ _____

After School Club

Summer 2 –1 st June 2027 to 17 th July 2027					
Monday	Tuesday	Wednesday	Thursday	Friday	Every Day this week
7 June	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	1 Jul	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22		
Number of Days required in period:					

I would like to book _____ days at £15.00 per day = £ _____

How will you be paying? Parent Pay / Childcare Vouchers / Tax Free Childcare Scheme
(Please delete as applicable)

I agree to make payments in full by the due dates.

Signed: _____ Parent/Carer

Please Print Name: _____

Contact number: _____

Address: _____

Email: _____

Date: _____

Telephone Nicki Setter (A-Z Club Manager): 07305 232333

Email: nsantos4@suttonmail.org

Appendix 2



A-Z Parental Contract of Agreement

The following terms and conditions apply:

Bookings:

An Annual Booking Form should be completed stating the sessions you wish to reserve.

Ad hoc bookings can be made at short notice, if places are available. Once booked we require the notice as specified in the notice section to cancel the booking.

Fees:

Fees will be payable in accordance with the rates in force at the time. Any changes to current rates will be advised in writing at least two months in advance. There will be an annual review at the end of each Summer Term.

As at the 1st September 2026 the rates are:

- Breakfast Club - £5.00 / session (7:30am to start of school). Last entry is 8:20am.
- After School Club - £15.00 / session (end of school to 6:00pm except parents' evening and last day of term when the timing will be from end of school to 4:30pm)
- Adhoc Fees – Breakfast Club £5.50 / session and After School Club £16.00/session.

Late Collection Fees:

The finish time for the After School Club is 6.00pm and you must collect your child before this time. If you are late collecting your child you will be charged an additional fee of £9.00 for each 10 minute block for each child. e.g. if you collect at 6:10pm you will be charged £9.00/child and if you collect at 6:20pm you will be charged £18.00/child.

You must notify the club immediately if you are going to be late and where possible make arrangements for your child to be collected by someone else. The adult collecting your child must know the 'Password' in order to collect.

Any Late Collection fees will be added to your account and must be paid within seven days.

Payments:

We operate a zero-debt policy.

Payments must be made in advance of the first day of every half term.

All payments are made on-line via Parent Pay using your normal school log-in.

Payment can also be made using Childcare Vouchers (if you have an existing account) or Tax-Free Childcare Vouchers.

Late payments may result in your child losing their club place.

Notice:

We require a minimum of four weeks' written notice to cancel or amend days attending. All booked sessions within the notice period will remain payable.

Ad hoc bookings will not be refunded unless we are given 48hrs written notice. After this, Ad Hoc bookings will not be refunded, e.g. a booking made for the next day will remain payable even if it is not required.

During SATS week if a year six SATS breakfast is being provided by the school starting from 8.15am and you no longer require your breakfast club space, we will accept one week written notice to cancel your breakfast club booking for a year six student.

Sickness and Absence:

If your child is unwell in the morning, please do not bring them to the Breakfast Club.

If your child arrives at the After School Club from school feeling unwell or is unwell during the session, the club will make a judgement call which may mean that you could be contacted to collect your child as soon as possible. Your child will be cared for whilst awaiting your arrival.

In all cases you must notify the club and the school if your child will not be attending that day.

Please be aware that any days absent for any reason will still require payment.

Payment will remain payable for unexpected school closures such as snow days, strikes and unforeseen circumstances causing the school to close for a short period of time. In the event that school is closed for a longer period, such as a pandemic, the school would review fees due for that period.

Breakfast Club - Drop off Procedure from 7.30am to 8:20am:

Children should not be dropped off and left unsupervised. Parents/carers are expected to be present to personally hand over the care of their child to an A-Z staff member who will then welcome the child and accompany them to the hall.

Parents must ring the electronic pedestrian gate bell (number 2 followed by the bell symbol) on your arrival or call the A-Z club mobile if the bell is not working.

Children that arrive after 8.00am will not receive a full breakfast but will receive a piece of fruit and a drink.

Last entry to the Breakfast Club is 8:20am.

After School Club - Collection Procedure:

When a child is collected at the end of or during a session, they are signed out by a member of the A-Z staff where they will record who collected the child and the time of collection.

Parents must inform the Club if anyone different will be picking up their child. Please note the person collecting must be 14 year old or over. We cannot release children without prior notification or password.

Parents who wish their child in Years 5/6 to walk home alone must confirm this in writing to the club manager.

No child will be allowed to walk home alone during times of darkness unless separate express written permission has been received.

Behaviour:

The Club promotes good behaviour through positive encouragement.

Every child is expected to follow the Devonshire Choices, behaviour expectations, playground rules and the Club's daily rules.

We operate a verbal warning system and, if needed, a 'time out' system where children sit out for a short period of time. Removing them from a situation to reflect on their behaviour is followed by a chat with a member of staff before returning to play.

Policies and procedures:

The A-Z Club runs under the management of the school and as such all-school policies apply to the Club. These can be viewed on the school website.

Information sharing:

Any information you share with us regarding your child may be shared with other professionals in line with school policies. We will obtain all your child's medical, dietary and password information from the school's admission booklet.

Outdoor Play:

Where possible the children will spend time outdoors each day. Therefore, depending on the season and prevailing weather conditions, parents must provide adequate and suitable clothing.

Contact with Parents:

The Club values working together with parents. The Club Manager is more than happy for you to make an appointment with her to discuss any concerns that you may have.

I understand and agree to the Terms and Conditions outlined above.

Signed:

Print:

Date.....