

Before and After School Activities and Clubs

Meare Village Primary School



Approved by:	Headteacher	Date: February 2026
Last reviewed on:	February 2026	
Next review due by:	February 2028	

1 Introduction

- 1.1 At Meare School we believe that Breakfast Club and After School Activities can help to enhance a child's learning and enjoyment at school. It can help children to acquire and develop new and existing skills and can expose children to activities that they may not otherwise have access to.

2 Activities and Clubs Offered

- 2.1 At the end of each term, all parents will receive a reminder of breakfast club after school activities and clubs, procedures to follow and booking information for the following term.
- Breakfast Club will run from 8-8.30am. The cost is £2.50 to include breakfast.
- After school club run by school staff is from 3.15-4.15pm and costs £5 per session.
- Outside providers will confirm their club details with parents.

3 Joining Arrangements

- 3.1 Parents may book using MCAS for their children who are interested in joining breakfast club or any of the after-school activities or clubs. The booking outlines for parents the following information:

- Staff in charge
- Day and time
- Venue
- Arrangements should the club be cancelled last minute
- Cost of the activity
- Necessary clothing/kit

4 Consent Forms

Parents/carers will need to complete consent forms for certain club, this will include:

- Permission to administer first aid
- Photo permission
- Emergency contact details
- Medical/dietary information.

5 Start Dates

- 4.1 Details of clubs to be offered will be sent out termly or half termly, depending on the club.

6 Registration

- 5.1 A register will be taken by the staff member in charge. The register will clearly record whether:

- The child is present
- The child is absent and the club organiser has been reliably informed.
- The child is absent but the club organiser has not been reliably informed.

Children in the third category must be followed up. The staff member will check with the school office, the class teacher or ring home.

6 Attendance

- 6.1 It is expected that if you want your child to attend an after-school activity that you book via MCAS. Details of those booked onto clubs will be circulated to the club organiser.
- 6.2 For After School Activities, payments should be made via MCAS.
For clubs run by an outside organiser payment and booking should be made direct to the Club Organiser.
- 6.4 Clubs will have a minimum and maximum number of members.
- 6.5 If a child stays for club but hasn't been booked on in advance, parents will be telephoned to collect their child.

7 Absences

- 7.1 Parents are requested to inform the school office if their child is unable to attend one of the sessions.

8 Cancellation

- 8.1 Parents will be notified, in advance, of any sessions that need to be cancelled.
- 8.2 Should a session be cancelled at the last minute e.g. due to adverse weather conditions, the club organiser will supervise the children until all children have been collected.

9 Supervision, Safety and Safeguarding

- The club organiser will ensure that all children leave the building safely as per the arrangements agreed with parents.
- Siblings of children attending clubs are to be collected as usual at the end of the normal school day. Neither the school nor the club organiser is responsible for the supervision of siblings during the club session or children who are not booked in for that session e.g. parents' evenings in school or after school meetings.
- In case of fire, the club organiser will follow fire procedures and check club register at the fire assembly point.
- **Changes to Keeping Children Safe in Education (KCSIE) says that when schools hire their premises to organizations that work with children, they should check that the guidance in 'After-school clubs, community activities and tuition: safeguarding guidance for providers' (KCSIE, paragraphs 166 and 167) is being followed. Para. 166.**
- **'The governing body or proprietor should...ensure safeguarding requirements are included in any hire agreement as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement. Para. 167.**
- **'The governing body or proprietor should ensure that there are arrangements in place for the provider to liaise with the school or college on safeguarding matters where appropriate.'**
- **Whilst it is incumbent on the provider to have read and acted on the guidance, the relevant person in the school should be aware of this guidance, so that a suitable hire agreement can be drawn up. A checklist summarising the guidance can be found in 'After-school clubs, community activities and tuition; Safeguarding guidance for providers' (Department of Education, 2023. Pg. 11 - 12).**

- **The update serves as a reminder to follow your own safeguarding policies and procedures and to inform the local authority designated officer (LADO) if a safeguarding allegation is made by your school against an external individual or organisation.**

10 **Lunchtime Clubs**

- Any lunchtime club will follow all regular school procedures. They will run from 12.45-1.15 pm.
- Permission slips are not required for lunchtime clubs.
- Should a teacher have to cancel a lunchtime club, children should follow their normal lunchtime procedure.
- Only Year 6 children can lead a lunchtime club.
- All children-led lunchtime clubs need to have an adult who agrees to be available to supervise in case of emergency.
- Year 6 children are responsible for setting up and clearing up.