Ref	SIA 020
Date of writing/last revision	September 2026
Review due	September 2027

Signhills Academy and Signhills Infant Academy

After School Policy

1. Purpose
The After School Club at Signhills Infant Academy provides a safe, engaging, and supportive environment for children outside of normal school hours. The club offers recreational, educational, and enrichment activities designed to complement the school curriculum and support social development.

2. Hours of Operation
Days: Monday to Friday (term time only)
Time: 3:30 PM to 5:30 PM
Exclusions: The club is closed on public holidays, school INSET days, and during school holidays unless otherwise stated.

3. Eligibility
Open to students currently enrolled at Signhills Infant Academy. Ad hoc or drop-in attendance is not permitted. All sessions must be booked in advance.

4. Registration and Fees
Bookings must be made via ParentPay at least 48 hours in advance. Fees are £5 per hour. Late collection after 5:30 PM will incur a £10 fee.

5. Daily Routine
Snack time: A healthy snack will be provided.
Activities: Structured and free-choice activities including arts, sports, reading, and homework support.
Outdoor play: Weather permitting, children will have access to outdoor activities.

6. Staff and Supervision
Staff are DBS-checked and follow all safeguarding regulations. A minimum staff-to-child ratio will be maintained. First aid trained staff will be present during all sessions.

7. Behaviour Expectations
Children are expected to follow the same behaviour code as during school hours. Positive behaviour is encouraged through praise and rewards. Persistent poor behaviour may result in temporary or permanent exclusion from the club.

8. Safeguarding and Safety
All safeguarding policies and procedures of the school apply. Staff are trained to handle emergencies and follow a designated safeguarding lead. Fire drills and lockdown procedures will be practiced regularly.

9. Collection Policy
Parents must notify the club in advance if someone else will collect their child. Late collection from After School Club after 5:30 PM will result in a £10 late fee. Any children not collected 5 minutes after

the school day has finished at 3.30pm will be placed in the After School Club and will result in £10 late collection fee.

10. Absence and Cancellations

Parents must inform the club if their child will not attend on a scheduled day. Cancellation within 48 hours of the time your child is due to attend will not be refunded.

11. Communication

Updates will be shared via newsletters, email, or the school communication app. Parents are encouraged to speak with staff about any concerns or suggestions.

12. Policy Review

This policy will be reviewed annually and updated as necessary in consultation with staff, parents, and school leadership.