



Great Bedwyn C. E. Primary School

AFTER SCHOOL CLUB (RED KITE) POLICY

Date to be Reviewed: September 2026

Review Body: SLT

Red Kite Club Policy

Aims

- To provide after school care for children within the school community that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued.
- To provide a range of structured play activities to engage and stimulate the children.

Organisation

The afterschool club is open Monday-Thursday from 3.15pm-5.45pm.

The club is available for children from Reception to Year 6.

Children will be collected from their classrooms by the after school club staff.

The club is located on the school premises. Parents collect their children via the Reception Class double doors. Please ring the doorbell when you arrive.

Refreshments

The children will be offered a light snack and drink. Children with any dietary requirements will be catered for.

Typical activities will include:

- Art and craft activities.
- Sports activities and team games.
- Lego and construction.
- Board games.

We ask that no items be brought in from home, as the after school club will not be responsible for any loss or damage.

Behaviour

The school rules and behaviour policy will be followed to ensure consistency for the children at the club. We expect good behaviour and respect for others. The afterschool club reserve the right to withdraw the service if a child's behaviour is unacceptable.

First Aid

The club has access to first aid and the member of staff will hold a current First Aid Certificate. All head accidents will be recorded in the accident book and reported to the parents/carers on collection. In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible

Safeguarding

All staff are trained in Child Protection procedures and follow the recording and reporting procedures identified in Great Bedwyn Primary School Safeguarding Policy. One of the current DSL and DDSLs will be on site for the duration of the after school club.

Booking

It is essential that pupils are booked into the after school club in advance by School comms. Children must be signed up on their requested day for the full half term.

Any queries regarding bookings or availability in the club must be discussed with office staff during school hours. The club leaders will not be able to discuss this with you.

In the event that the club becomes full, you can request to be added to the waitlist for specific days. Places are allocated by looking at the following criteria:

1. Staff children
2. Reception intake in September (new starters)
3. Siblings of those already attending the club on the given day.
4. After 1, 2 & 3, places will be allocated on a first come, first served basis.

The above is subject to the discretion of the Principal, should the need arise.

Fees and Payments

From September 2025, each session in Red Kite Club will cost £12.50.

Outstanding payments will appear in MCAS at the beginning of each half term and are due by the end of that half term. A letter will be sent to remind all parents that these payments are due in the weeks beforehand.

If payments are not made on time, you run the risk of losing your child's place in the club. Decisions of this nature will be made at the discretion of the Principal.

If children miss sessions for any reason, payment is still due. We regret that we cannot hold places for children if families choose not to attend for a term.

Payments can be made directly through MCAS, using Tax Free Childcare or your childcare voucher scheme. Details can be found at the end of this policy.

Late Collection from After School Club

We reserve the right to charge for late collection which will incur a fee of £5. Repeated late collections will result in withdrawal of the service.

Cancellation

The only cause for cancellation would be school closure due to adverse weather conditions or problems with the school building e.g. no heating or water supplies. In the event of closure, a member of staff will contact parents as soon as possible. School closure through adverse weather conditions will be on the school website.

In the event that your child will not be attending the after school club due to personal commitments you must inform the office in the morning. Payments will still be due for these sessions.

Equal Opportunities

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equal Opportunities policy.

Special Needs and Disabilities

We aim to ensure that all children have equal access to the after school provision. Staffing arrangements are considered to meet the individual needs of the children who have special needs but unfortunately we are unable to offer one to one support for any child. The environment is organised so that children with SEN have equal access to the facilities and activities that are available.

Complaints

All complaints will follow the Excalibur Academy Trust Complaints Policy, which can be found on the school website.

Voucher companies:

Care-4 Ref: 80466128

Sodexo Ref: 919592

Computershare Ref: 0026960173

Edenred Ref: P21350090

Bravo Search for Great Bedwyn

Tax Free Childcare Search for Great Bedwyn