



THE
TREEHOUSE

CHORLTON C^{OF} E
PRIMARY SCHOOL

Treehouse

Before and After School Club

Policy

Title	Treehouse Before and After School Club Policy
Date	June 2026
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Approved by Governing Body	Ken Flood and governors
Date Adopted by School	June 2026
Review Date	June 2027

Chorlton CE Primary School

Treehouse Before and After School Club Policy

1. Vision and Ethos

Vision Statement:

“Loving to learn; learning to love.”

“You show love for others by truly helping them, and not by merely talking about it.”

(1 John 3:18 CEV)

Chorlton CE Primary School promotes learning and love through the Christian values of **Respect, Friendship, Honesty, Perseverance, Tolerance, and Enjoyment.**

We aim to provide:

- A rich and inspiring education
- Care for pupils’ **spiritual, moral, social, cultural, and emotional wellbeing**
- Preparation for life with **resilience, compassion, and advocacy skills**

As a UNICEF **Rights Aware (Silver) School**, we embed children’s rights in our practice, particularly:

- **Article 2:** Non-discrimination
- **Article 12:** Right to be heard
- **Article 19:** Protection from harm
- **Article 29:** Right to develop full potential
- **Article 31:** Right to rest, play, and leisure
- **Article 36:** Protection from harmful activities

2. Aims

Treehouse Club provides **high-quality, affordable out-of-school care** for Chorlton CE pupils by:

1. Employing experienced and qualified play-workers.
 2. Offering a safe, inclusive, and enjoyable free-play environment.
 3. Ensuring provision reflects the interests and voices of children.
 4. Upholding the Christian ethos of the school.
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3. Provision

- **Play-work Principles:** Children are free to choose activities.
 - **Activities Offered:**
 - Arts and crafts, construction, sports, outdoor play, board games, role play, dressing up.
 - One optional **adult-led activity** daily.
 - A quiet area for reading or homework.
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4. Locations and Times

- **Breakfast Club (EYFS – KS2):**
 - Location: School hall
 - Time: 7:45am – 8:45am
 - Allocation: First-come, first-served
 - **After School Club (EYFS – KS2):**
 - Nursery & Reception: Nursery building and outdoor area
 - Years 1–6: School hall and outdoor areas
 - Time: 3:15pm – 6:00pm
 - Allocation: First-come, first-served
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5. Organisation

- **Oversight:** School Business Manager
- **Day-to-Day Management:** Office Administrator and Club Manager
- **Records:** All details, medical information, and emergency contacts stored securely on SIMS.
- **Registers:** Maintained by staff on arrival

6. Safeguarding

- All staff hold enhanced **DBS clearance**.
- Club staff follow school policies for:
 - Child Protection and Safeguarding
 - Staff Code of Conduct
 - E-safety

7. Behaviour

- The club follows the school's **Behaviour Policy** and **Treehouse Contract Code of Conduct**.

8. Health & Safety

- All provision complies with the school's **Health & Safety Policy**.

9. Bookings

- All sessions must be booked in advance via School Gateway
- Payment must be made at the time of booking
- Places are available on a first come first serve basis
- Paying via Tax-Free Childcare account or a childcare voucher scheme:
 - Make your payment to the school as you normally would. Once the payment has been received, the school will credit the amount to your School Gateway account, which you can then use to pay for your bookings.
 - Email the school office to confirm how much of your payment should be allocated to Breakfast Club or After School Club.
- Parents/carers experiencing financial difficulty should contact the **School Business Manager**

10. Making a Booking

- Bookings go live for the full academic year ahead in the previous Summer Term

- Bookings for breakfast club close at 3pm the day before the session
 - Bookings for afterschool club close at 12pm on the day of the session
 - Emergencies may be accommodated after the cut off time at the discretion of the school administrator, depending on staffing ratios.
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11. Fees

- **Breakfast Club:** £7.00 per session (includes breakfast before 8:30am).
- **After School Club:** £15.00 per session (includes a drink and light snack).

Payment Conditions:

1. Fees must be paid **at the time of booking** (via School Gateway, or via the Tax-Free Childcare or voucher method as set out in Section 9)
 2. Fees from cancelled bookings will appear as credit on the School Gateway app
 3. Bookings must be cancelled by the cut off time to receive credit. Bookings cancelled after this time are non-refundable.
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12. Late Collection

- Parents must notify staff if delayed ( 07538 833687).
 - **Charge:** £5.00 per child for every 5 minutes (or part thereof) after 6:00pm.
 - If parents/carers cannot be contacted within 30 minutes (6:30pm), **Children's Services** will be informed.
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14. Withdrawal of a Place

The school may withdraw a place for:

1. Regular non-payment of late collection fees
 2. Persistent late collection (after three incidents)
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16. Non-Attendance

- Parents/carers must inform the school office if they wish to cancel a booking after the cut off point by email (admin@chorlton.manchester.sch.uk) or phone (**0161 881 6798**).