

Earlsmead Primary School

Ace Club Policy



SUCCESS *for ALL*

Written by	<i>M. Toure</i>
LGB Approved	<i>October 2025</i>
BoT Ratified	<i>October 2025</i>
Date of Review	<i>October 2026</i>

Ace Club Policy and Procedures 2025 -2026

Purpose of the policy

- To describe how the school delivers an Ace Club Service which is affordable, sustainable and of quality

Aims

Through our Ace Club we intend to:

- Provide opportunities for fun, enjoyment and learning through a range of activities.
- Encourage children to develop friendships between age groups.

Hours

- Ace Club runs during term time Monday-Friday.
- Breakfast Club starts at 8:00am until 8:45am.
- Afterschool starts at the end of the school day (3:15pm) and closes promptly at 6.00pm.
- All spaces are subject to availability.
- The club is open to all children from Reception (once full time) to Year 6.
- Reception & KS1 children will be escorted to the club.
- KS2 children will make their own way to the club, unless there is a need for an adult to accompany them.

Admission, booking procedures and payment of fee

- Fee is £4.00 per morning session, and £4.00 per hour for afternoon session.
- Registration form, please email the school office to request a registration form. The form will need to be returned by email to the school office. School office email is office@earlsmead.harrow.sch.uk
- Fees should be paid no less than a week in advance.
- One-off slots can be booked, if space is available through email.
- Should you no longer wish your child to attend Ace Club, you must give 4 full weeks' notice in writing. Please email office@earlsmeadprimaryschool.co.uk
- Fees must be paid through ParentPay.
- If a session has not been paid for, in advance, the child will not be able to stay and a member of staff will contact parents/carers to arrange immediate collection.
- If a parent/carers is experiencing difficulty with payment of their fees, they should contact the school office on 020 8864 5546 as soon as possible.
- In the unlikely event that there is debt against the school, the place will not be given or will be cancelled until all fees have been paid.

Absence

- If your child does not attend a session the full amount will still be charged.
- If the school closes Ace Club for any reason a full refund will be given for those specific days.

Register and collecting

- A register of children who attend Ace Club is taken at the start of each session. This register is filed in the Ace Club folder.
- Parents will collect their child(ren) from the double white doors in the KS1 playground by using the Ace Club buzzer. A member of staff will escort the children to the door.
- Staff will record who collected each child on the register.
- If a parent/carers is unable to collect their child as arranged, they must call the school office on 020 8864 5546.
- If someone else will be collecting a child, the school office must be informed by telephone.
- Each family must complete a yellow end of day collection form.

Late Collection

If a child has not been collected by the end of the session, parents/carer will be contacted in the first instance by telephone. The additional contacts parents/carer have been provided will be telephoned in the second instance.

- Staff will follow and record late collections
- If a child is picked up late a charge of £5 will be made for every 15 minutes beyond the collection time.
- Numerous late collections could result in Children’s Service being contacted.

Snacks

- There will be time for children to eat a healthy snack, which Ace club provide. If you wish for your child to have a snack from home, they must bring it with them to school in the morning.
- Fresh drinking water is available to the children at all times. No fizzy drinks, glass bottles or snacks containing nuts should be sent in.

Behaviour

- The school’s behaviour policy will be followed. Only in extreme cases will a child be excluded for a fixed term or permanently.

Health & Safety

- Current fire and evacuation procedure will remain the same.
- In case of emergency (such as medical) a member of the Senior Leadership Team will be informed immediately and procedures followed.

First Aid

- There must be a qualified first aider on site during sessions
- All staff must be made aware of the children who have Individual Health Care Plans and what they contain.
- Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.

Enquiries regarding payments: 020 8864 5546 (School Office)

I have read, understood and agree to the policy and procedure of Ace Club.

Child’s name..... Child’s Class

Parent signature Date.....