Earlsmead Primary School

Ace Club Policy

SUCCESS *for* ALL

Written by	***Anita Jadeja***
LGB Approved	***October 2026***
BoT Ratified	***October 2026***
Date of Review	***October 2027***

Ace Club Policy and Procedures 2026 - 2027

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 5.30pm.
- 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@earlsmeadprimaryshcool.co.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 MCAS (My Child At School).
- 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/carer 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.

If your child attends Ace Club after they have attended a free school activity club, you will be charged from 3.15pm until the agreed collection time. This is to ensure staff ratios are in place for the number of children present across the entire afternoon (not just one section of the afternoon).

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/carer 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……..