SMITH'S WOOD
PRIMARY ACADEMY

Little Acorns Before and After School Club Policy

2026/27

Item	Detail
Status	Controlled operational policy | Parent/carer information
Policy owner	School Business Leader
Operational oversight	School Business Leader; Senior Leadership Team
Approval	Headteacher
Effective	October 2026
Review	October 2027
Version	2.1 – operational amendment (October 2026)
Related policies	Behaviour; Safeguarding and Child Protection; SEND; Supporting Pupils with Medical Conditions; Allergy Safety; Fire Safety; Complaints; Debt; Acceptable Use; Mobile Phone and Smart Technology

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1. Purpose, scope and principles

Little Acorns provides a safe, welcoming and affordable before- and after-school provision for pupils in Reception to Year 6 during term time. The club supports families while providing supervised play, social activities, breakfast or a light tea, and an inclusive environment. This policy applies to parents/carers, pupils, club staff, school staff and any other adults involved in delivery.

The academy expects all pupils to follow reasonable instructions, treat others with respect and behave safely. Attendance at Little Acorns is a separately booked wraparound-care arrangement, not a condition of a pupil's school admission. Any decision to suspend or withdraw a club place must be individually considered, recorded and consistent with equality, safeguarding and reasonable-adjustment duties.

2. Hours, capacity and charges

Item	Detail
Before School Club	7:30am–8:45am; £5.00 per child per session regardless of arrival time.
After School Club – early session	3:10pm–4:15pm; £6.50 per child per session.
After School Club – full session	3:10pm–5:30pm; £9.50 per child per session.
Daily capacity	Before School: 26 places; After School: 50 places.
Payment	Arbor.
Late collection charge	£10 for each 15 minutes after the booked collection time, subject to the published charging terms.

3. Admissions, bookings and waiting list

- Parents/carers must complete registration forms in full before requesting a place.
- The academy will confirm whether requested sessions are available or the child has been added to a waiting list.
- Available places are offered in date order to those on the waiting list, subject to suitability of staffing, safety and individual support arrangements.
- Requests to increase booked days or sessions must follow the same application procedure.
- Booked sessions are charged even if unused, except where absence due to long-term sickness exceeds five continuous days, in accordance with the existing charging arrangements.
- One week's written notice is required when a parent/carer wishes to withdraw their child.
- Non-payment may result in withdrawal of a club place in accordance with the academy Debt Policy, following appropriate communication and consideration of relevant circumstances.

4. Attendance, registration and handover

- Club staff must maintain an accurate daily attendance register and know which children are expected at each session.
- Staff must confirm each child's arrival and ensure a safe handover between school and club provision.
- Before School Club – Key Stage 1: A parent/carer or authorised responsible adult must accompany the pupil to the designated club entrance door and hand the child directly to club staff. The parent/carer must not leave until staff have accepted responsibility and registered the child.
- Before School Club – Key Stage 2: Pupils may enter the provision independently through the designated club entrance door, provided this arrangement is agreed with their parent/carer. Club staff must register the pupil on arrival; parents/carers remain responsible for the journey and for ensuring the pupil reaches the provision. Any expected pupil who does not arrive must be followed up under the academy's attendance and safeguarding procedures.

- Pupils must not enter through an alternative entrance or move around the site unsupervised while awaiting admission to the club. Any individual safeguarding, SEND or medical handover arrangements take precedence where additional support is required.
- Absences should be reported to the Little Acorns Supervisor on 07707 100592.
- Registration information and emergency contacts must be accessible to authorised club staff.
- In an emergency evacuation, the current register must be taken to the assembly point and every child accounted for.

5. Collection, late collection and non-collection

Children must be collected by the end of the booked session: 4:15pm or 5:30pm. Parents/carers who anticipate being late must contact Little Acorns on 07707 100592.

After School Club collection point: All parents/carers collecting pupils must report to the external hall door. A bell is provided at this door to alert club staff that a parent/carer has arrived. Parents/carers must ring the bell and remain outside the building until a member of Little Acorns staff brings the child to the door. Parents/carers must not enter the building or collect pupils directly from activity areas.

Staff will verify the identity and collection authority of the adult against the child's agreed collection arrangements, hand the pupil directly to the authorised adult and sign the pupil out on the club register at the point of handover. The pupil remains under academy supervision until this process is completed. Any unexpected collector, disputed collection arrangement or safeguarding concern must be referred to the senior leader/DSL before release.

The collection door and bell are the designated routine collection arrangements for both the 4:15pm and 5:30pm sessions. Alternative collection arrangements may be authorised by the academy where needed for accessibility, safeguarding or an emergency, and must be communicated clearly to the relevant staff and family.

For repeated late collection, the existing escalation is: first occurrence – verbal warning; second occurrence – written warning; further occurrence – the academy may withdraw the club place after an individual review. The late collection charge remains £10 per 15 minutes after the booked end time.

Where a child is not collected and no parent/carer or authorised contact can be reached by 5:45pm, staff must immediately follow the academy's safeguarding and uncollected-child procedures, notify the Designated Safeguarding Lead or available senior leader, and contact children's social care or the emergency duty service where indicated by the risk assessment. The child must remain safely supervised; staff must not assume that an automatic referral replaces professional judgement or local safeguarding procedures.

6. Staffing, supervision and continuity

After School Club supervisors – Miss Wright, Miss Swann, Miss Shilton and Mrs Harris; Before School Club supervisors – Miss Gardner and Mr Corbett. The stated operating ratio is 1:13, with relief staff to cover absence. This is the academy's recorded operating arrangement, not a universal statutory ratio for all wraparound provision.

Staff must be appropriately recruited, checked, inducted, supervised and trained in safeguarding, emergency procedures, behaviour, medical needs and relevant risks. If a supervisor is absent, the School Business Leader will arrange appropriate cover. Staffing levels must reflect children's ages, needs, activities and risk assessments, rather than relying on a numerical ratio alone.

7. Organisation and activities

- Before School Club children are registered on arrival and use the designated hall provision for access to Breakfast from 8:15am.
- After School Club provides a light tea between 3:10pm and 5:30pm.
- Staff encourage positive table manners, cooperation, respectful play and safe use of resources.
- Outdoor activities may take place in the playground when weather, supervision and risk assessment permit.
- Messy play and other activities are offered with appropriate supervision, clothing considerations and allergy controls.

- Activities and reasonable adjustments should be planned to support participation by pupils with SEND or medical needs.

8. Behaviour, staff authority and expectations

Little Acorns follows the academy Behaviour Policy. Pupils must follow reasonable instructions from all club staff promptly and respectfully, remain within supervised areas, use appropriate language, respect other children and adults, care for equipment and avoid behaviour that places themselves or others at risk. The same expectation of safe and respectful conduct applies throughout the session, including snack time, indoor play, outdoor activities and collection.

Staff will respond consistently and proportionately, using clear instructions, reminders, de-escalation, support, restorative discussion and reasonable adjustments as appropriate. Incidents must be documented and communicated to the relevant senior leader. Serious or repeated concerns must not be treated as routine misbehaviour without considering whether the pupil is communicating an unmet need, disability-related difficulty, distress or safeguarding concern.

8.1 Formal written behaviour warning

Where a pupil persistently fails to comply with reasonable staff instructions, repeatedly disrupts provision, demonstrates disrespectful or unsafe behaviour, or fails to respond to proportionate support and intervention, a senior leader will issue a formal written behaviour warning to the parent/carer. The letter will specify the behaviours of concern, relevant incidents, expectations that have not been met, the impact on safety or provision, support and reasonable adjustments considered or implemented, the improvement required and the timescale for review. It will make clear that further incidents may result in suspension or withdrawal of the Little Acorns place.

8.2 Withdrawal of a club place

If behaviour does not improve following a formal written warning, the academy reserves the right to withdraw the pupil's Little Acorns place, including with immediate effect once a senior leader has made and recorded a proportionate decision. The decision will consider the seriousness and frequency of incidents, foreseeable risk, impact on other children and staff, support already attempted, the pupil's age and circumstances, safeguarding factors, SEND and disability-related reasonable adjustments, and whether a less restrictive measure would adequately manage the risk. Parents/carers will receive written confirmation of the decision, its reasons, effective date, any review or reapplication arrangements and how to raise concerns under the Complaints Policy.

8.3 Serious incidents and immediate safety measures

Where there is serious physical aggression, violence, absconding, credible threats, dangerous conduct or another immediate safeguarding or safety concern, a senior leader may suspend attendance or withdraw the club place without first completing the ordinary warning sequence, where necessary and proportionate to protect children or staff. The academy will take immediate steps to secure safety, inform parents/carers, make suitable arrangements for safe collection and document its decision. Immediate withdrawal must not be used automatically for disability-related behaviour without considering the academy's legal duties and feasible adjustments.

8.4 Decision-making and distinction from school exclusion

A withdrawal decision relates only to the separately provided Little Acorns sessions. It does not suspend, exclude or remove the child from their school place or curriculum entitlement. Club staff must refer a proposed permanent withdrawal to a senior leader; the Headteacher or delegated senior leader will authorise and record the final decision. Where reasonable adjustments or additional provision may enable safe attendance, these will be explored and recorded before a final decision, unless an immediate protective measure is necessary.

9. Parent/carer communication

Staff will share routine information verbally with parents/carers on collection. Significant incidents should be recorded and communicated directly to a parent/carer by an appropriate member of staff, rather than relying solely on a note passed

through the child. Parents/carers may first speak to the club supervisor and may request an appointment with the School Business Leader. Formal behaviour warnings and withdrawal decisions must come from a senior leader.

10. Safeguarding and child protection

Little Acorns operates under the academy Safeguarding and Child Protection Policy and Keeping Children Safe in Education 2026. Mrs Damms is the academy DSL; Mrs Kirk, Miss Price and Mr Hobbis are deputy DSLs. Club staff must promptly report concerns to the safeguarding team and record child-related concerns on MyConcern in accordance with academy procedures. If a child is at immediate risk, staff must contact emergency services or children's social care as appropriate; they must not wait for a routine meeting. Concerns about adult conduct follow the academy staff-concerns and allegations procedures, including CONFIDE where applicable.

11. Medical conditions, medicines and allergies

Parents/carers must provide accurate and current information about medical needs, allergies, medication, emergency contacts and individual care plans. Medication administration must follow the academy Supporting Pupils with Medical Conditions Policy and written authorisation. Before School Club medication is handed to the supervisor with the necessary documentation; After School Club medication is handed to the school office for secure transfer to authorised club staff, as set out in arrangements. Emergency medication, including prescribed reliever inhalers and adrenaline auto-injectors where applicable, must be promptly accessible during club sessions; staff must not assume that equipment left in a locked classroom can be accessed after school.

12. Fire, first aid and risk assessment

Club staff must follow the academy Fire Safety Management Policy and current evacuation plan, using the nearest safe exit and designated assembly point. The register must be used to account for every child. First aid will be provided by appropriately trained staff, with treatment recorded and parents informed in accordance with academy procedures. Risk assessments must cover activities, staffing, handover, premises, equipment, medical needs, outdoor provision and emergency arrangements.

13. Personal property, confidentiality and information handling

Clothing should be labelled. Pupils must not bring personal electronic devices or valuable items to Little Acorns unless specifically authorised as a reasonable adjustment or under an agreed academy arrangement. The academy will take reasonable care but cannot exclude legal liability for its own negligence. Children's records and contact details must be securely stored and accessible only to authorised personnel, in accordance with the academy Data Protection Policy and applicable UK data protection legislation.

Mobile phones and smart devices: In accordance with the academy Mobile Phone and Smart Technology Policy and Acceptable Use of Technology Policy, pupils are not permitted to use mobile phones, smartwatches or other personal devices for calls, messaging, photographs, recording, gaming or internet access during Little Acorns. A pupil who brings a permitted device to school must hand it to a Little Acorns staff member immediately upon arrival at the provision, without using it. Staff will secure it in the designated supervised storage arrangement and return it to the pupil's authorised collecting adult at sign-out, or follow another individually agreed written handover arrangement.

Staff must not search personal device contents or access messages as a routine part of collection. Any suspected misuse, refusal to surrender a device or safeguarding concern must be addressed in accordance with the academy's Behaviour, Mobile Phone and Smart Technology, Searching and Safeguarding procedures. Any exception for disability, medical need or other reasonable adjustment must be agreed and documented in advance. Parents/carers must contact club staff through the authorised club contact arrangements rather than messaging or calling pupils directly during sessions.

14. Complaints and review

Parents/carers should ordinarily raise an initial concern with the club supervisor. Unresolved concerns may be referred to the School Business Leader and thereafter dealt with under the academy Complaints Policy, including the formal and

Governing Body panel stages where applicable. A parent/carer may challenge the process or fairness of a club-place withdrawal through the complaints procedure; this does not automatically reinstate attendance where an identified safety risk remains.

This policy will be reviewed annually, or sooner following significant incidents, changes in guidance, operational arrangements or safeguarding requirements.

Appendix A – Policy control and change record

Item	Detail
Version	2.1
Source version	Little Acorns Before and After School Club Policy – April 2026
Amendment date	21st October 2026
Approval	Pending Headteacher approval
Review	October 2027
Summary of revisions	Retains all provisions and amendments in version 2.0. Adds mandatory collection from the external door linking the main building and Nursery, bell-and-wait procedure, identity verification and staff sign-out at handover; clarifies accompanied KS1 and independent KS2 morning arrival; introduces device handover, secure custody and no-use rules linked to the academy Mobile Phone and Smart Technology Policy and Acceptable Use Policy.
Pre-publication checks	Confirm the two published club telephone numbers, named staffing, fees and capacity; identify and brief staff on the designated collection door, bell, authorised collectors, secure device storage and handover; obtain Headteacher approval.