



Ellenbrook Community Primary School

Longwall Avenue, Ellenbrook,
Worsley, M28 7PS



Ellenbrook
COMMUNITY PRIMARY SCHOOL

Extended Provision (Before & After School) Policy

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Date	Review Date	Coordinator	Responsible Body
09/02/2026	24/01/2027	SLT	Full Governing Body

The Ellenbrook Before and After School Club (EBASC) is run by Ellenbrook Community Primary School and exists to provide high quality out-of-school hours childcare for our parents and carers. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 7.30am – 8.50am and from 3.30pm - 6.00pm term time, and current costs for each session is detailed overleaf. A copy of this policy is provided to all parents of children attending Club and is also available on the school website.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

1. Admission

Applications will be dealt once the closing date has reached and places will be allocated by the School, who has the final decision on applications.

Applications to the before and after-school club will be prioritised as outlined below:

- Existing users of the club who require the exact bookings in the next term as they've enjoyed in the previous term, will be guaranteed the same arrangements.
- Siblings of those who fulfil criteria (1).
- Children who require a full-time place (10 weekly sessions - 5 mornings & 5 afternoons) will be given priority. The more sessions in a week a child requires, the higher their priority. Once full-time / regular places children have been allocated, the policy below will then apply.

If the club is full, you may wish to be added to the waiting list. When a place / slot becomes available, they will be filled based on the criteria above and then on a first come, first served basis.

There is no guarantee that the specific days requested will be given, but every effort will be made to accommodate parents/carers requests.

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Should existing users wish to make more than minor changes (e.g. a reduction of more than 2 slots) to their booking for the Autumn term, they will be treated as a new member. If parents who have had their places confirmed change their mind, they will have to pay for the first half-term in full.

If the School suspect anyone has abused the Admission Policy to secure a place, we reserve to right to remove your child from the club(s).

The School reserve the right to take into consideration special or exceptional personal circumstances to allow children to supersede the admissions criteria.

2. Booking & Payment

Places are strictly limited.

Once you have a place at the club, it is guaranteed until you voluntarily give it up, or the child leaves Ellenbrook School. If you wish to take up your place at a later date, the admission policy / waiting list will apply. If you wish



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to increase the amount of sessions that your child requires, you must request this in writing to schooloffice@ellenbrook.salford.sch.uk.

Giving notice: If you no longer require a place for your child or wish to reduce the amount of sessions that your child will attend, you must give a half-term's notice in writing to schooloffice@ellenbrook.salford.sch.uk. Fees will be payable during this notice period whether or not your child still attends, this is strictly enforced.

Fees and payment

The session costs for the Breakfast and After-school Club include breakfast and/or snacks.

	From	To	Cost per day	Cost per week
Breakfast	07:30am	08.55am	£5.70	£28.50
After School	15.30pm	18:00pm	£9.30	£46.50
Total For Both			£15.00	£75.00

You will be invoiced half-termly in advance for the sessions you have been allocated. Invoices will be sent out two weeks before the end of the half term, and all payments must be made by the first day back in school after each half-term, unless otherwise agreed by the SBM.

- Parents will receive a reminder once this deadline has past, if payment is not received within 5 days of this reminder, a further reminder will be sent and a £5 admin charge will be added to the outstanding balance. If payment is not received within 5 days of this second reminder, a further £5 admin charge will be added, the debt will be passed to Salford City Council Debt Collectors and the child will lose their place at the club.
- If a child's account has any debts for EBASC or school dinners, we reserve the right to not offer or withdraw their place at the club
- Refunds for the absence of a child can only be given in exceptional circumstances and at the SLT's discretion.
- We accept most Childcare Vouchers; please email schooloffice@ellenbrook.salford.sch.uk for details.

Please note that fees may be increased periodically in order to cover the costs of running the club. You will be notified of any increases at least one half-term before they come into effect.

3. Arrival and Departure

Before School Club

- Parents/Carers are required to bring their child *directly to club* and sign them in. You should enter the club via the community room entrance, the staff will be alerted to your arrival when you press the EBASC doorbell situated on the right of the double doors.
- Children will only be admitted from **7.30am** when members of staff are on the premises. **Under no circumstances should a child be dropped off at school before 7.30am as no staff will be available to sign your children in.**
- A register will be taken showing the arrival time of every child.
- Younger children will be taken to class by staff between 8:50am-8.55am.

After School Club



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- A staff member will collect all children attending the Club from their classrooms at 3:30pm.
- After-school club children attending a different club (sports/academic etc.) at the school should go directly from one club to the other, making themselves known to a member of staff. Younger children (KS1 and below) will be met at the time of the club finishing.
- When collecting their children from the after-school club, parents should ring the doorbell and wait for a member of staff to greet them. Staff will then handover the child and mark on the register the time they have left.
- If a member of the after-school club is at a different club (running concurrently), under no circumstances should a parent collect them from the other club without first notifying the after-school club.
- If a parent/guardian would like their child to be collected (or even met at the door) by anyone other than themselves (e.g. an older sibling/grandparent) that person must be on the 'Nominated Individuals' sheet completed at registration.
- Any change to the arrangements must be made in advance with EBASC.

4. Daily routine

Structure of a typical session (timings are approximate)

Breakfast

7.30am	Arrive and register. Free play activities – art table, puzzles, games, library books
7.50am	Breakfast served (see sample menu)
8.40am	Tidy up
8.50am	KS2 EYFS & KS1 children are escorted to class by staff

After school

3.30pm	Children collected from EYFS / arrive from Y1-6 classrooms & registered. All children are offered a drink & fruit/yoghurt on arrival.
3.30pm	Indoor and supervised outdoor free play (weather permitting).
4.00pm	Snack time. This is a social time when the children sit down together for a snack.
4.20pm	Activities continue
5.35pm	Tidy up.
6.00pm	Latest collection time

Activities

We offer a varied programme of activities including:

- Art table
- Role play area
- Construction activities - Lego, blocks, etc.
- Indoor and outdoor physical play - football, swing ball, rounders, cricket, hoops, skipping ropes, etc.



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- My Maths and other educational computer games
- Quiet corner / Reading / Homework
- Themed activities

Organised activities may be on offer but the emphasis is on child-centred and self-directed play. We have a good range of play equipment including books, games and puzzles.

Food

We aim to provide a variety of healthy food from all the main food groups - a mixture of carbohydrates, protein, fruit and vegetables. In the afternoon we provide a snack to keep the children going until they get home, but it is not a full meal. If your child has any special dietary requirements, please speak to the Club-leader.

Breakfast

- Quiet corner / Reading / Homework
- Themed activities
- Various cereals e.g. weetabix, cornflakes, rice crispies, cheerios & shreddiees
- Toast

After school

A selection from the following items:

- Sandwiches / wraps / pitta bread / crackers
- Fruit
- Breadsticks with dips
- Fresh fruit – e.g. apples, pears, satsumas, bananas
- Fresh vegetables – e.g. cucumber, tomatoes
- Cheese
- Water / milk

5. First Aid

All current school policies will apply.

- Please note: The school registration form contains an authorization giving staff permission to act “in loco parentis”. If you cannot be contacted in time, the Clubleader will invoke that authority to take action to gain appropriate medical treatment for your child.
- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of EBASC staff.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.

Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, Club will be informed of their absence.

Club rules

Staff will use the existing school behaviour management system which is age appropriate.



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All places are allocated at the discretion of the School and can be withdrawn at any time if a child's behaviour endangers either himself/herself or others.

6. Collection

If a child has not been collected by 6.00pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

A charge will be levied for late collection. A fee will be applied for late collection from 6.10pm onwards at £1 per minute per child. This charge will be added to the following month's invoice.

7. Complaints

We hope that you will be happy with the service that we provide, however should you wish to make a complaint the school complaints policy will apply.

8. Contacts

Address for correspondence:

Ellenbrook Primary School Before and After School Club,
2 Longwall Avenue,
Ellenbrook,
Worsley,
Manchester
M28 7PS

In an emergency please ring the School office: 0161 799 6347

Please return any correspondence to Ellenbrook Primary School office, or to the address above.

9. Ratios

The EBASC will ensure they adhere to all Department for Education guidance relating to child adult ratios when club is in session.

Appropriately trained staff will also ensure statutory ratios are maintained with younger children in line with the statutory framework for early years foundation stage

Headteacher:	Pete Wright	Date:	09/02/2026
Chair of Governors:	Victoria Hilton	Date:	09/02/2026



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Policy Number:

EB-FP-01

Ellenbrook Before and After School Club

Iparent/carer of have read and accept a copy of the EBASC club policy and agree to abide by the terms there in.

I accept that I am the 'contracting parent' for the above child and agree to make payments to Ellenbrook Community primary School Before and After School Club when invoiced.

The sessions in this contract are 7.30am – 8.50am and 3.30pm – 6.00pm.

Signed:.....

Date:.....

Appendix 1-

PUPIL PERSONAL INFORMATION*

*This information will be collated and stored in line with the schools' privacy notice and data protection policies.

SURNAME:		FORENAME	
HOME ADDRESS:			
POST CODE:		TELEPHONE:	

MOTHER/CARER INFORMATION

TITLE:		FORENAME:		SURNAME:	
PHONE: Club time					1.
Mobile					2.
Home					3.
Work					4.

FATHER/CARER INFORMATION

TITLE:		FORENAME:		SURNAME:	
PHONE: Club time					1.
Mobile					2.
Home					3.
Work					4.

OTHER CONTACT INFORMATION – Please provide at least two

TITLE:		FORENAME:		SURNAME:	
PHONE: Club time					1.
Mobile					2.
Home					3.
Work					4.
RELATIONSHIP TO CHILD					

OTHER CONTACT INFORMATION – Please provide at least two

TITLE:		FORENAME:		SURNAME:	
PHONE: Club time					1.
Mobile					2.
Home					3.
Work					4.
RELATIONSHIP TO CHILD					

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PUPIL – MEDICAL INFORMATION

DOCTOR'S PRACTICE:		MEDICAL CONDITIONS:	
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Is there a current Health Care Plan in school? Yes/No

DIETARY INFORMATION

Allergies

Veg/Halal

Please specify further detailed information if you have ticked any of the above or would like to add any other relevant information:

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NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD

CHILDS NAME.....

Please provide on the list below the full names of all individuals authorised to collect your child from our Before & After School Club, including parents and carers.

	Name of Individual	Relationship to the child
1		
2		
3		
4		
5		
6		
7		