

Ellenbrook Before & After School Club

Policy, Parental Guide & Registration Form





Ellenbrook
COMMUNITY PRIMARY SCHOOL

Ellenbrook Community Primary School

Longwall Avenue, Ellenbrook,
Worsley, M28 7PS



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EBASC Parental, Policy Guide Registration Form

Ellenbrook Before and After School Club (EBASC) is operated by Ellenbrook Community Primary School and provides high-quality out-of-school childcare for parents and carers. The Club offers a welcoming, safe environment with a wide range of stimulating and creative activities.

The Club operates during term time from 7:30am to 8:50am and 3:30pm to 6:00pm.

A copy of this policy is provided to all parents of children attending the Club and is also available on the school website.

All parents must complete a registration form for each child.

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:

1. 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.
2. Siblings of those who fulfil criteria (1).
3. Children who require a full-time place (10 weekly sessions - 5 mornings & 5 afternoons) will be given 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, until a place becomes available, places 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 your request.

If existing users wish to make more than minor changes to their Autumn term booking (for example, reducing their sessions by more than two slots), they will be treated as new applicants. Parents who have already had their places confirmed but later change their minds will still be required to pay the full cost of the first half-term.

If the School suspects that anyone has attempted to misuse the Admissions Policy in order to secure a place, we reserve the right to withdraw their child's place in the club(s).

The School also reserves the right to consider special or exceptional personal circumstances, allowing a child to be prioritised over the standard admissions criteria where appropriate.



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Booking & Payment

Places are strictly limited.

Once your child has secured a place at the club, it will remain guaranteed until you voluntarily give it up or your child leaves Ellenbrook School. If you choose to take up your place again at a later date, the Admissions Policy and waiting list procedures will apply.

If you wish to increase the number of sessions your child attends, you must submit your request in writing to schooloffice@ellenbrook.salford.sch.uk.

If you no longer require a place for your child, or you wish to reduce the number of sessions they attend, you must provide half a term's notice in writing to schooloffice@ellenbrook.salford.sch.uk. Fees will remain payable throughout the notice period, regardless of whether your child continues to attend. This requirement is strictly enforced.

Fees and payment

	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 allocated to your child. Invoices will be issued two weeks before the end of each half-term, and all payments must be made by the first day back in school, unless alternative arrangements have been agreed with the SBM.

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

Please note that fees may be increased periodically to ensure the club remains financially sustainable. You will be notified of any fee changes at least one half-term before they take effect.



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Daily routine

Before School Club

- Parents/carers must bring their child directly to the club and sign them in. Entry is via the Community Room entrance. Please press the EBASC doorbell located to the right of the double doors to alert staff to your arrival.
- Children will only be admitted from 7:30am, Under no circumstances should a child be dropped and left unaccompanied on the school grounds.
- A register will be taken, recording the arrival time of every child.
- Younger children will be escorted to their classrooms by staff between 8:50am and 8:55am.

After School Club

- All children attending the club will be escorted from their classrooms at 3:30pm to the hall.
- Children attending another school-run club (sports, academic, etc.) will be taken to directly from one club to another by a staff
- When collecting children from the After School Club, parents should ring the doorbell and wait for a member of staff to greet them. Staff will then hand over the child and record the collection time on the register.
- If a child is attending another club running at the same time, parents must not collect them directly from that club without first informing the After School Club.
- If someone other than the parent/guardian (e.g., an older sibling or grandparent) is collecting or meeting the child, that person must be listed on the child's records. Any changes to collection arrangements must be communicated to EBASC in advance or through the school office.

Structure of a Typical Session

(Timings are approximate)

Breakfast Club

7:30am – Arrival and registration. Children take part in free-play activities such as art, puzzles, games, and library books.

7:50am – Breakfast is served (see sample menu).

8:40am – Tidy-up time.

8:50am – KS2 children go to class. EYFS and KS1 children are escorted to class by staff



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After School Club

3:30pm – Children are collected from EYFS or arrive from Y1–Y6 classrooms and are registered. All children are offered a drink and fruit/yoghurt on arrival.

3:30pm – Indoor and supervised outdoor free play (weather permitting)

4:00pm – Snack time. Children sit together for a social snack.

4:20pm – Activities continue.

5:35pm – Tidy-up time.

6:00pm – Latest collection time.

Activities

We offer a varied programme of activities, including:

- Art table
- Role-play area
- Construction activities (e.g., Lego, blocks)
- Indoor and outdoor physical play (football, swing ball, rounders, cricket, hoops, skipping ropes, etc.)
- MyMaths and other educational computer games
- Quiet corner for reading or homework
- Themed activities

Organised activities may be available, but the emphasis is on child-centred, self-directed play. We provide a wide 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, offering a balance of carbohydrates, protein, fruit, and vegetables. In the afternoon, we provide a snack to keep children going until they get home; this is not intended to replace an evening meal.

If your child has any special dietary requirements, please speak to the Club Leader.



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Breakfast

A selection may include:

- Quiet corner / Reading / Homework
- Themed activities
- A variety of cereals (e.g., Weetabix, Cornflakes, Rice Krispies, Cheerios, Shreddies)
- Toast and pastries

After School Snack

A selection from the following items may be offered:

- Sandwiches, wraps, or pittas with a variety of fillings
- Fresh fruit
- Fresh vegetables, breadsticks, and dips
- Crackers and cheese
- Themed nights (e.g., Chinese New Year, Christmas, and others)
- Water or milk

First Aid

Policies and Procedures

All current school policies apply to EBASC.

- The school registration form includes an authorisation allowing staff to act *in loco parentis*. If you cannot be contacted in an emergency, the Club Leader will use this authority to seek appropriate medical treatment for your child.
- All accidents will be recorded in the school accident book, accurately reported to the parent/carer upon collection, and signed by a member of EBASC staff.
- Accident records will include: the time, date, and nature of the accident; the child's details; the type and location of the injury; the action taken; and the name of the staff member who dealt with it.
- All incidents are managed by a qualified first aider.

Parents will be contacted immediately if their child becomes unwell during the Club. If a child is sent home during the school day, EBASC will be informed of their absence.



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Club Rules

Staff follow the school's existing behaviour management system, adapted appropriately for different age groups.

All places are allocated at the discretion of the School and may be withdrawn if a child's behaviour endangers themselves or others.

Collection

Late Collection

If a child has not been collected by 6:00pm, parents will be contacted first by telephone. If they cannot be reached, the additional emergency contacts provided will be called. If none of these contacts can be reached within approximately one hour, the Police and Social Services will be informed.

A late-collection charge will apply. From 6:01pm onwards, a fee of £1 per minute per child will be added to your account. This charge will appear on the following month's invoice.

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.

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.

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

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:.....

ELLENBROOK BEFORE & AFTER SCHOOL CLUB NEW ADMISSION REQUIREMENTS

Name of Child[ren] Year of

Child[ren]

Requirements: AM Session PM Session

Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

- Please tick box for your requirements

Date to start from:

Signed:

Print name

Dated:

NB: Please note that your request may not be honored due to EBASC being oversubscribed