

3.15 Club Policy



We promise to flourish together.



Health

Love

Growth

Approved by:	School Improvement Committee	Date: 12.11.25
Chair of committee	Di Tunnard	
Last reviewed on:	28.11.24 Reviewed and updated October 2025	
Next review due by:	Autumn 2027	

3.15 Club provides high quality after school child care for the children of Sharow CE Primary School. It provides a range of stimulating and creative activities in a safe environment. Our aim is to establish an Out of School Club where everyone is made welcome and valued. We are fully committed to working in partnership with parents and carers to provide high quality, safe and stimulating care, learning and play opportunities for children.

Opening Times

Our opening times are:

3.15pm till 5.30pm Monday to Thursday only

Booking form

To secure your child's place in 3.15 Club, a booking should be made on the Arbor app.

Places

Places are subject to availability. Places are offered on a first-come first-served basis. If all places have been filled a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the club
2. Those requiring the greatest number of sessions/hours per week

Fees

Fees per session are £8 per session.

Payments are made at the time of booking.

Any queries regarding fees should be directed in the first instance to the school administrator.

If the parents or carers are having difficulty making the payments we recommend that they arrange a meeting with the Headteacher as soon as possible.

Snacks

Children are welcome to bring snacks with them and will be provided with plenty of time at the start of the session to eat them. Snacks should follow the school food policy and not be crisps, sweets, cakes or chocolate. Please note we are a NUT FREE site due to serious allergies within our community.

Absences

Please inform us if your child is going to be absent from the club, by contacting school on 01765 604362 or by e-mail to admin@sharow.n-yorks.sch.uk . Charges will still be accrued if we do not have twenty-four hours notice.

Special Needs

Every child is cared for as an individual and will have equal access to choose from the equipment and activities available. All children are respected, their potential recognized, and nurtured. We encourage each child's identity to emerge and value and enjoy all that they bring to the setting in order to meet the needs of all children. We have access to, and work with, other professionals from outside agencies when required.

Behaviour

We provide clear and consistent boundaries of acceptable conduct, reinforcing all positive behaviour no matter how small. If your child repeatedly refuses to behave well, their place will be withdrawn and you will be asked to remove them. We follow the school Behaviour and Relationships Policy.

Bullying

We do not tolerate bullying in any form. Children are encouraged to discuss their difficulties openly, and to remedy the problem. Children and parents/carers are asked to inform staff of any incident

which may make them feel uncomfortable or intimidated as soon as it happens.

Child Protection - Confidentiality is maintained at all times

The member of staff with designated responsibility for child protection is Mrs Palmer. Gates will remain locked during outside club session times and access to the school is through the main entrance only. A doorbell is in place when sessions are inside and no unauthorised or unaccompanied adults are permitted in school when these clubs are in session.

Illness and Medicine

If your child is taken ill whilst attending the club we will settle them in a quiet area where they can be kept under observation. If their symptoms are more serious or become worse we will contact you immediately.

Activities

We provide a wide range of activities for the children to encourage all types of play. We are keen to promote both indoor and outdoor play; if the weather is too bad for us to play outside we do have access to the school hall. Please send your child with the appropriate clothing for the time of year.

Arrivals and departures

The safe arrival and departure of the children in our care is paramount. Staff will ensure that an accurate record is kept of all children in the club, and that any arrivals or departures are recorded in the register. The registers are kept in an accessible location on the premises at all times. In addition, regular headcounts are carried out during the session.

Collecting from the Club

Children can either be collected from the playground when they are outside, or the main office door when club is being held in the hall.

When you collect your children from the club, the person who collected is recorded on the register. All parents and carers are requested to make sure their child/children are collected by 5.30pm. If you are unavoidably delayed, please firstly contact the school office – leaving a message if necessary.

The Club closes at 5.30pm.

If a parent or carer is continuously late to collect their child/children a charge of £10.00 per child will be imposed.

This charge is to discourage people from arriving after 5.30pm and should not be seen as a charge permitting late collection. When collection after 5.30pm occurs regularly we reserve the right to withdraw access to the club.

If a child has not been collected by 5.45pm parents will be contacted. The additional contacts will then be used. If no contact has been made by 6pm, the Designated Safeguarding Lead will contact Children's Social Care.