Waterton Academy Trust

Cherry Tree Academy After School Club Policy

2026-2027

watertonacademytrust.org

Contents

Contents 2
Purpose and Aims 3
Opening times and fees 3
Staffing and supervision 3
Activities and routines 3
Food and drink 3
Bookings, cancellations and payment 4
Collection arrangements and authorised collectors 4
Late collection and uncollected child procedure 4
Behaviour expectations 4
Safeguarding 5
First aid, medical needs and medication 5
Inclusion and additional support 5
Club closures and emergencies 5
Complaints and feedback 6
Evaluation and Review 6
Document Detail 6
Version Control 6

Purpose and Aims

Cherry Tree Clubhouse aims to provide a high-quality, reliable after school provision that meets the needs of children and families. For parents and carers, this means knowing that your child is safe, well supervised and supported by trained school staff. For children, this means an environment where they are listened to and cared for, where they can relax with friends, make new ones, try new activities, and enjoy a calm, positive end to the school day. Appropriate standards of safeguarding, behaviour, adult supervision and hygiene are maintained at all times.

Opening times and fees

Cherry Tree Clubhouse is available to pupils in Year 1 to Year 6 who attend Cherry Tree Academy. Cherry Tree Clubhouse runs during term time only. The standard session operates from 3:15pm to 5:00pm and costs £8 per session. An optional additional hour is available from 5:00pm to 6:00pm for a further £3. A late collection fee of £10 will be charged if a child is not collected by 6:00pm.

Staffing and supervision

Cherry Tree Clubhouse is staffed by Cherry Tree Academy staff and is led by Mrs Ashley Burton, who is also the club's Deputy Designated Safeguarding Lead (DDSL). All staff have the required safer recruitment checks and complete relevant training, including safeguarding and food hygiene. First aid cover is in place during all sessions and Mrs Burton is first aid trained.

Activities and routines

The club offers a range of activities designed to meet different interests and needs, including homework time, sports, calm play, games and crafts. Themed weeks may take place across the year and pupil voice is used to help shape activities and encourage children to suggest ideas and make choices. Children are supported to play safely, build friendships and develop independence in a relaxed setting.

Food and drink

A light, healthy snack is provided each session on a rotating menu, with a focus on balanced choices. Weekly menus and notices will be displayed on the club door and updated regularly. Parents and carers must inform the school of any allergies, intolerances, dietary requirements or medical needs so that we can plan safely and appropriately.

Bookings, cancellations and payment

All sessions must be booked in advance through MCAS. Bookings for the following week must be made by the end of the day on Friday of the week before. Families may book in advance, subject to availability. If you need to cancel a session, one week's notice is required; where notice is not given, the session will still be charged. Unattended booked sessions will be charged for. Any enquiries about bookings should be directed to the school office.

In the event of late or non-payment, the school office will contact you to request that your account is brought up to date. Where the school has had to chase overdue balances, the school reserves the right to suspend further bookings until the outstanding fees are paid.

Places, capacity and waiting list

Each session has a minimum and maximum number of places to ensure safe staffing and a positive experience for children. Where demand exceeds available places, the school office will maintain a waiting list and will allocate places using the following priorities:

- working parents and carers who require after school childcare to enable employment or training
- children with a regular full-time booking
- children with a regular part-time booking
- children eligible for pupil premium
- remaining places offered in date and time order of booking requests

Collection arrangements and authorised collectors

Children must be collected from Cherry Tree Clubhouse via the gates on Cobblers Lane, down the ramp and to the corner classroom. Collection procedures follow the same expectations as during the school day. If a different adult will be collecting your child, the school must be informed in advance so that staff can confirm authorisation before releasing a child.

Late collection and uncollected child procedure

If a child is not collected by 6:00pm, a late collection fee of £10 will be charged. Staff will attempt to contact parents and carers first, followed by the additional emergency contacts held by the school. If a child remains uncollected, the school will follow its safeguarding procedures and any relevant local authority guidance.

Behaviour expectations

Cherry Tree Academy values, rules and expectations apply throughout Cherry Tree Clubhouse sessions. Children are expected to be ready, respectful and safe. Where behaviour is unsafe or persistently affects the wellbeing of others, the club will work with families to improve outcomes and may take action in line with school behaviour procedures.

Safeguarding

Cherry Tree Clubhouse follows Cherry Tree Academy's safeguarding policies and procedures at all times and operates in accordance with Keeping Children Safe in Education 2026. All staff receive appropriate safeguarding and child protection training, including relevant updates and refresher training.

Any concerns about a child's welfare will be recorded and reported promptly in line with the academy's safeguarding procedures. The Clubhouse Deputy Designated Safeguarding Lead (DDSL) is Mrs Ashley Burton, and the academy's Designated Safeguarding Lead (DSL) is Miss Lisa Shephard.

First aid, medical needs and medication

First aid is available during club sessions. Accidents and incidents will be dealt with appropriately, recorded, and shared with parents and carers as required. Parents and carers must ensure the school is aware of any medical conditions and that essential medication is in date and available in line with school procedures. Where medication is required, it will only be administered in accordance with the school's medication procedures and written parental instructions.

Inclusion and additional support

Cherry Tree Clubhouse is committed to providing an inclusive provision and will make reasonable adjustments to support children to access the club safely and successfully. Where a child has additional needs or may require individual support, parents and carers are encouraged to contact the school office so that their needs can be considered on an individual basis and appropriate arrangements discussed.

The Clubhouse does not routinely provide additional 1:1 staffing as part of its standard provision. Where additional support may be required, the school will work with parents and carers to consider the child's individual needs, any reasonable adjustments that can be made, and the arrangements necessary to enable the child to participate safely and successfully.

Club closures and emergencies

In the event of severe weather, emergency closure, staff shortage or other circumstances that affect safe operation, the school reserves the right to close the club. Where possible, reasonable notice will be provided. If the club is closed, the school will contact you by email and/or telephone as soon as possible with further information. Fire evacuation and lockdown procedures follow the school's arrangements and children will be accounted for using the club register.

To safeguard children and staff, the school reserves the right to refuse or withdraw a place where this is necessary to maintain safe, appropriate provision, including where a parent or carer is in breach of these terms and conditions. Please note that the club cannot accept responsibility for loss or damage to personal property brought into the club.

Complaints and feedback

If you have a concern or complaint about Cherry Tree Clubhouse, please contact the school office in the first instance. If the matter is not resolved, it will be escalated in line with the school's complaints procedure.

Evaluation and Review

The after-school provision will be regularly monitored and evaluated to ensure it is meeting the needs of pupils and families. Any issues or concerns will be raised by staff to a member of the SLT. This should be done in a timely manner.

Pupil and parent/carer feedback will be gathered through surveys and informal conversations to inform ongoing improvements. The After School Club policy will be reviewed annually by the Governing Body to ensure it remains fit for purpose and aligned with the school's priorities.

The school will review this policy annually and update accordingly to include changes in the law and guidance on good practice. The policy will be promoted throughout our academy communities and shared with outside agencies and partners as required.

Document Detail

Document Name:	CTA After School Club Policy
Version:	1
Chief Officer Signature:	
Effective From:	December 2025
Approved by:	
Approval Meeting Reference:	
Next Review Date:	

Version Control

Version	Date	Author	Change/Reference
1	December 2025	S Cannon	
2	September 2026	S Cannon	Annual Review – relevant document references updated.