Hambridge Community Primary School

Woodpecker Club Policy

February 2025

Aims

- To provide an affordable, childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils at the end of the school day.
- To provide children with a relaxing and secure environment at the end of the school day.

Organisation

- Woodpecker club is open from 3.30-5.00p.m. Monday-Thursday.
- The club is available for pupils from Foundation Stage to Year 6
- The club will be held in the spare classroom in the main building.
- A registration form must be completed by parents/carers before attending Woodpecker Club.

Staffing

- Woodpecker club is run by 1 or 2 members of staff.

Safeguarding and Health and Safety

- In accordance with Safeguarding arrangements, all staff involved in the running of the Woodpecker Club have current DBS clearance. These records are held in the school office.
- Woodpecker club staff follow existing school policies and procedures for safeguarding, child protection and the code of conduct.
- A separate risk assessment has been completed for Woodpecker Club.
- The schools Fire and Health & Safety Policy is adhered to by Woodpecker Club.
- Where ICT equipment is used, they also follow the school's Online Safety policy/Acceptable User Policy and procedures.
- Water is available to children at all times.
- In the event of a serious accident or illness staff will contact the parent/carer or the nominated contact provided on the Woodpecker registration form.
- All staff who supervise Woodpecker are First Aid trained and the procedures set out in the Schools First Aid Policy will be followed.

Sickness/Medication

- All medication administered will follow the existing school policy.
- All medical information provided by parents should be detailed on the Woodpecker registration form.

Behaviour

- The school recognises the importance of positive and effective behaviour management strategies in promoting children's welfare and enjoyment. Whilst attending Woodpecker Club, children will be expected to abide by the School Behaviour Policy. We reserve the right to withdraw a place in the event of unacceptable behaviour.

Fees

- £5.00 for the first hour or £6.00 per session.
- Fees are payable at the point of booking via the ParentPay online payment and booking system.
- Fees will be reviewed annually by the Governors during the Summer Term and parents/carers will be notified of any changes.

Booking

- Bookings and cancellations must be made online by 10am, 24 hours in advance. Bookings can be made at www.parentpay.com.
- Parents/carers must complete the registration form and hand to the school office before pupils attend Woodpecker Club.
- Children arriving with no pre booking are likely to be turned away.
- Should a situation arise where you need your child to attend Woodpecker Club as an emergency measure then please contact the school office with relevant details.

Cancellation

- Woodpecker club bookings and cancellations can be made online by 10am, 24 hours in advance. Refunds for cancellations will be returned to your ParentPay account.
- Cancellations/Amendments cannot be made within 7 days of the date you wish to cancel.
- If your child is sick and absent from school, please contact the school office by 8.30am daily to cancel the Woodpecker club bookings.

Refunds

- If the school cancels the club, a refund will be offered or the chance to carry payment forward.

Debt Recovery

- Should any debt occur for Woodpecker club bookings, a phone call will be made to discuss potential payment problems.
- 1 week after this phone call a final letter requesting immediate payment will be sent.
- If debt still remains outstanding it will be referred to the Head Teacher and/or Governors for consideration and no further bookings for Woodpecker will be taken until resolved.

Contact Details

We recognise that there may be a rare occasion where, due to unforeseen circumstances, a parent/carer may be unable to collect their child on time. Under these circumstances, we ask that parents/carers always to contact us on the school office telephone number (8:30am – 4:30pm) to estimate their arrival time or to arrange collection by a different adult. When the school office is closed, please phone Wrap Around directly on 07534 728437.

Policy Updated: 11th October 2026

Woodpecker Club Registration Form:

Name of Pupil:	
Class:	
Address:	
Telephone Numbers:	
Medical Conditions:	
Allergies:	
Dietary Requirements:	
I agree to abide by the terms of the Hambridge Primary Woodpecker Club Policy and will keep the Woodpecker club informed of any changes to my child's registration details provided above. Parent Name: …….. Parent Signature:……	