



Ashby Hastings Primary School – Client Brief

Section Heading	Specification
Background and context	<p>The school requires the continuation of the after school care provision from 26th August 2026.</p> <p>Current operational hours are:</p> <p>After School Club – 3.15pm to 6pm, current bookings of approximately 25 children on busier nights.</p> <p>Changes to the above time would need to be negotiated</p>
Overview of our school	<p>A new primary school with 150 pupils aged 4 to 11 years currently on roll (210 max capacity). Having opened in 2021 we are expanding every year and will be full in September 2027.</p> <p>Contact for this tender: Deborah Snow, School Business Manager 01530 442480 SBMHastings@symphonylearningtrust.co.uk</p>
Detailed specification requirements	<p>Your proposal should include as a minimum:</p> <ul style="list-style-type: none">• Company background• After School Club details (to include pricing and booking information)• Policies and Procedures, including (but not limited to) cancellation/refund policy & Behaviour policy• Requirements (space, equipment etc)• Communication• A proposed financial contribution to the school as part of the agreement• Terms of Agreement• Ofsted Report (if appropriate)• Safeguarding• References

Quality requirements and performance standards	<p>To tender you must be Ofsted registered to enable children to attend for the complete duration of the club opening hours (which is in excess of 2 hrs)</p> <p>All staff on site must be DBS registered supported by rigorous safeguarding procedures.</p> <p>All staff onsite must receive safeguarding training annually which must include how to contact your DSL. The DSL should be available to be contacted at all times.</p>
Approval process	<p>Deadline for tender submission is Friday 13th March 2026 at 9:00am.</p> <p>All submitted tenders shall be scored and evaluated against selected criteria.</p> <p>A formal decision and appointment of contract will be ratified by the Governors by Wednesday 20th May.</p>
Exclusions	<p>Non Ofsted registered providers</p>
Inputs from our school	<p>The After School Club provider would have access to the school hall, a small classroom and external play area/fields to deliver their offering. However please note if these areas are required by the school during any of the offered hours the schools needs will take priority.</p> <p>Please note other spaces may be available at request.</p> <p>There is a basic kitchen in the small classroom. There will be fridge space available.</p> <p>Visits to the School prior to submitting tender submission are welcome, please contact Deborah Snow accordingly.</p>