



# Ashby Hastings Primary School – Client Brief

Section Heading	Specification
<b>Background and context</b>	<p>The school requires the continuation of the after school care provision from 26<sup>th</sup> August 2026. 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>
<b>Overview of our school</b>	<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 <a href="mailto:SBMHastings@symphonylearningtrust.co.uk">SBMHastings@symphonylearningtrust.co.uk</a></p>
<b>Detailed specification requirements</b>	<p>Your proposal should include as a minimum:</p> <ul style="list-style-type: none"><li>• Company background</li><li>• After School Club details (to include pricing and booking information)</li><li>• Policies and Procedures, including (but not limited to) cancellation/refund policy &amp; Behaviour policy</li><li>• Requirements (space, equipment etc)</li><li>• Communication</li><li>• A proposed financial contribution to the school as part of the agreement</li><li>• Terms of Agreement</li><li>• Ofsted Report (if appropriate)</li><li>• Safeguarding</li><li>• References</li></ul>

<b>Quality requirements and performance standards</b>	<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>
<b>Approval process</b>	<p><b>Deadline for tender submission is Friday 13<sup>th</sup> March 2026 at 9:00am.</b></p> <p><b>All submitted tenders shall be scored and evaluated against selected criteria.</b></p> <p><b>A formal decision and appointment of contract will be ratified by the Governors by Wednesday 20<sup>th</sup> May.</b></p>
<b>Exclusions</b>	<p>Non Ofsted registered providers</p>
<b>Inputs from our school</b>	<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>