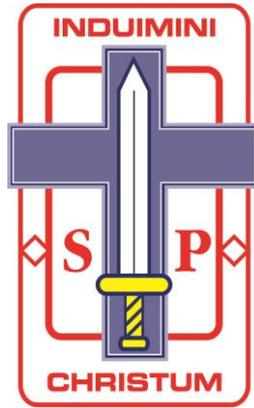


# St Paul's Catholic Primary School Before and After School Club Policy



## St Paul's Before and After School Club Aims

### Our aims are:

- To provide 'out of school care' in a safe and secure environment
- To provide a variety of stimulating and exciting play opportunities for the children

### To achieve our aims:

- We will provide daily club sessions
- We will regularly clean and inspect the equipment and play areas used
- We will ensure there is a fully trained First Aider on site during club hours
- We will encourage the children to be independent, to experiment, to be creative and to develop self-discipline and acceptable behaviour

We will provide 'out of school care' sessions as outlined below:

### Opening hours:

Breakfast Club: Monday-Friday 7.45-8.45am

After School Club: Monday – Friday 3.15-6pm

### Admissions Policy:

The club is open to all children who attend St Paul's Catholic Primary School.

Those currently in the club will be sent a re-enrolment form towards the end of the summer term. Places will not be kept open for children, unless a new registration form is completed.

Admissions are on a 'first come' basis. Places for the club provision are allocated as follows –

- Children already attending the club with completed re-enrolment forms.
- Siblings of children already attending the club.
- Any other children attending St Paul's Catholic Primary School

Provision has been made for staff children. Please see staff policy regarding this.

The club has capacity for a maximum of 45 children for Breakfast, and 60 places for After School.

If we are unable to offer your child a place at the current time, your child's name will be added to our waiting list. This is on a 'first come' basis.

# St Paul's Catholic Primary School

## Before and After School Club Policy

### **Fees:**

Breakfast Club: £6.00 per session

After School Club: £12.00 per session

There is no differentiation for part sessions.

In the interest of running a sustainable 'out of school club' facility for parents, it is important that we receive regular and prompt payments for the services provided.

- At the beginning of each school year, you will be asked to complete a booking form, which will form a contract with the school. This form highlights the days your children will be attending. This also outlines your payment schedule. This must be adhered to; any changes to this will need to be agreed with the club supervisor in writing by email.
- One-off slots can be booked, if space is available, with at least one full week's notice and fees must be made at the time of booking.
- Confirmation of a place will be given by email.
- Should you no longer wish your child to attend After School Club, you must give at least one full week's notice in writing.
- Fees must be paid through Parent Pay.
- Some concessions may be available. Please arrange a meeting if you would like to discuss this.
- If a session has not been paid for, in advance, the child will not be able to stay and a member of staff will contact you to arrange immediate collection.
- If a parent is experiencing difficulty with payment of their fees, they should contact the club supervisor as soon as possible.
- Sessions are added to the system at the beginning of each half term. Payments are expected to be made within 14 days of the beginning of the half term.
- In the unlikely event that there is debt against an account, a reminder letter will be sent by email. If no payment is made within 14 days of this letter being sent, the place will be cancelled until all fees have been paid, unless discussed with the club supervisor. The place may be reinstated once all outstanding debts have been cleared, in agreement with the club supervisor and the Head Teacher, and subject to availability.
- You can request an itemised bill from the club at any time to confirm the payment amounts. An itemised bill will be sent to any parent/carer that is late making their payment.
- Any parent/carer failing to comply with the club's agreement for payment may have their place revoked until the situation is resolved.

As places are extremely popular, any child booked into the club who does not attend will still be charged for this place.

### **Late collections:**

It is expected that all children are collected by 6pm. Should you collect after this time, additional fees will be added to the club account of the parent/carer, and your place maybe relinquished.

### **Sickness:**

- It is the parent/carer's responsibility to ensure that their child is not ill when brought to the club
- Parents/carers should inform the club as soon as possible of their child's absence from the club by email
- If a child is absent from school, parents/carers will still be invoiced, as the setting is staffed for the number of children booked.
- If a child becomes unwell during the club, staff will inform the parent/carers as soon as possible and will request the child is collected. This is for the wellbeing of other children and staff, to safeguard against the spread of infection

### **Club activities:**

- We will provide the children with various activities to complete during their time at the club

# St Paul's Catholic Primary School

## Before and After School Club Policy

- We will regularly review the activities children undertake to ensure they are stimulating and exciting for them
- We will use all the facilities available to us during our sessions (taking the children on the field and playground when appropriate)

### **Food and Hygiene:**

Our staff are trained in food hygiene. We will provide all children with a breakfast or afternoon tea. This is provided as part of the daily charges.

Breakfast: an option of

- Cereal
- Toast
- Fruit

Afternoon tea: an option of

- Toast
- Sandwich
- Bean/ Spaghetti on toast
- Fruit / Vegetables

All food is prepared in-line with good food hygiene practices and all members of staff completing the preparation of food have a certificate in food hygiene.

### **Behaviour:**

- We will encourage children at all times respect themselves, each other, adults and property
- We expect the children to adhere to the St. Paul's Behaviour Policy
- Parents will be informed of persistent unacceptable behaviour and, if improvements in the child's behaviour are not made, then the child may be removed from the club
- All children must adhere to the club behaviour policy.

### **Safeguarding**

All club staff have received safe guarding training. The club supervisor is the designated safeguard lead and is contactable at all times.

### **Complaints and concerns:**

If a parent/carer has a complaint or concern, we would ask that they speak directly to the club supervisor, AnnMarie McFall, as soon as possible. Alternatively, the complaint can be made in writing via email to [breakfastclub@stpauls-thamesditton.surrey.sch.uk](mailto:breakfastclub@stpauls-thamesditton.surrey.sch.uk).

Upon receiving a complaint, Miss McFall will acknowledge receipt within 48 hours, in-line with the St Paul's complaints procedure.

If the parent/carer is not satisfied with how the complaint has been handled, this must be escalated to the Headteacher.

If any complaints or concerns made have any Child Protection implications then we will follow our Child Protection Policy and the 'Surrey Safeguarding Children Board' guidelines.