

**ST MARY'S CATHOLIC PRIMARY SCHOOL**  
**AFTER-SCHOOL CARE & BREAKFAST CLUB**  
**POLICY FOR CLUB MANAGEMENT**

DATE OF APPROVAL	12/2018
VERSION DATE	V.01
DATE UPLOADED	12/2018
DATE FOR REVIEW	12/2019
OWNER	F&R Committee

St Mary's Catholic Primary School provides an After-School Care Club for the pupils of the School between the ages of 3 and 11. The Club also provides a before-school Breakfast facility.

Places are offered on a first-come first-served basis. If all places have been filled a waiting list operates with the following order of priority:

- Siblings of children already attending the club.
- Those requiring the greatest number of sessions/hours per week.

**Administration**

**Person in charge:** Mrs Allison Purslow

**Session staff:** Sheila Tilley  
Kate Linton  
Ann Owen  
Dan Heavey

**After-School Sessions & fees:** Monday to Friday in term time only.

Session 1 – 3.00-4.00 pm	£2.50
Session 2 – 4.00-5.00	£3.50
Session 3 – 5.00-6.00	£2.50

**Breakfast Club:** Monday to Friday in term time only.

Session 1 – 7.30-8.25 am	£3.50 (includes breakfast)
Session 2 – 7.45-8.25	£2.50 (juice drink only)
Session 3 – 8.00-8.25	£1.50 (juice drink only)

**Payment:** By invoice within 10 days of submission to parents by the Club

**Surcharges:** A surcharge of £10 is payable where a child is not collected by 6.10 pm

**Age Range:** Nursery to Year 6

**Telephone:** 01249 653469 during school hours  
07887 624150 at any time and during after-School Club hours

**e-mail:** [admin@st-marys-pri.wilts.sch.uk](mailto:admin@st-marys-pri.wilts.sch.uk)

## **Background**

The governing body of St Mary's School took over the running of the After-School Care Club in 2018. The Club is delivered as part of the School's provision of learning to children that are its pupils. In exceptional cases non-attending siblings may attend on application to the Headteacher.

The care activities of the Club fall within the School's registration with Ofsted, where childcare is delivered to children 7 years old and younger for two or more hours a day. It complies with Ofsted – Out of School Childcare, *National standards for under 8s Day Care and Childminding*. The registered body is the governing body of St Mary's Catholic Primary School.

All Club staff are teaching or administrative members of the School and are remunerated for their time through PAYE.

## **Purpose of this policy**

The purpose of this policy is to describe how the School delivers an After-School and Breakfast Club service which is affordable, sustainable and of quality. As part of the ethos of the setting the School is committed to:

- Maintaining children's welfare and safety as paramount concerns.
- Practising Safe recruitment: all staff working with the Club having a DBS check and keeping a register to evidence that all safe recruitment checks have been undertaken.
- Providing an environment in which children feel safe, secure, valued and respected, confident to talk openly and are sure of being listened to
- Providing suitable support and guidance, so that children have a range of appropriate adults who they feel confident to approach if they are in difficulties
- Using learning at the setting to provide opportunities for increasing self-awareness, self-esteem, assertiveness and decision making, so that young children have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others.
- Working with parents to build an understanding of the Club's responsibility to ensure the welfare of all children including the need for referral to other agencies in some situations.

## **Attendance**

Any child attending the School in any Year group, including the Nursery, may make an application to attend. There are limited spaces for session depending on the number of staff available.

## **Safeguarding**

The Club and its activities are subject to the provisions of the School's Safeguarding Policy and its implementation in accordance with DfE's Keeping Children Safe in Education (KCSIE) 2018 regulations and guidance.

The safeguarding and health & safety of each child attending the Club are its priorities. Specific provisions for the Club are:

- All staff must have signed with the School's Business Manager to show that they have read KCSIE Part 1.
- At least one member must hold a Level 3 qualification in Play Work or similar discipline.
- At least one member of staff must hold a current First Aid certificate.

- Any member of staff involved in the preparation of food not under the supervision of School catering staff must have a Basic Food Hygiene Certificate.
- The administration of medicines is carried out only under advice and according to School policy.
- Where attending children have special needs, including a disability, their care is undertaken in accordance with the provisions of any care plans or other arrangements in place in the School.
- Children are always supervised, the definition of supervision being ***within sight or hearing of a member of staff***.
- Children are secure and safe on the premises and are not able to leave them unsupervised.
- Procedures are in place for emergency evacuation in the event of a fire and fire drills are carried out regularly.
- Access to the Club's activities is controlled. Visitors must sign in at School reception and be wearing a Visitor lanyard.

Additionally:

- Children must be collected by a parent or known carer at the end of the stated session period on the registration form.
- If for any reason a parent or known carer cannot collect, then the Club must be informed of the named person collecting no later than 9.00 am on the day, either by signing the Club sheet at the School front desk, or calling on 01249 653469.
- If for any reason later in the day a parent or known carer cannot collect, the Club can be contacted on 07887 624150 at any time and during after-School Club hours.
- The name, address and relationship to the child must be provided where the parent or known carer is not the person collecting. A child will not be released without this information until the parent or known carer is contacted subsequently.
- Where a child has not been collected by 6.10 pm and parents or known carers cannot be contacted, the police are to be informed by the senior staff member present.

### **Behaviour**

Those persons – children and staff – attending the Club are subject to the Behaviour and the Staff Behaviour Policies (formerly Code of Conduct) set out by St Mary's School.

### **Registers**

The Club shall maintain registers covering:

- Attendance at After-School sessions.
- Names and numbers of children attending Breakfast.
- Cash receipts: name of child, amount, and date received
- Accidents involving harm to children or staff.
- A log of Health & Safety incidents relating to equipment.

At the start of the Club sessions, KS1 children will be registered in the Infant corridor. KS2 children will be registered on arrival in the School Hall.

### **Communication with parents and carers**

Information relating to the Club and its activities will be shared with parents, carers and other stakeholders through the School's newsletter, its web site and by letter. Information will include details of admissions, hours and fees, and news of forthcoming events.

### **Reporting to Governors**

The After-School Care Club is an important part of the School's provision of learning activities. It is essential that Governors are aware of the Club's activities and how these contribute to the School Development Plan and its objectives.

A report on the Club is to be included in the Headteacher's report to the Governing Body at least once each term.

### **Control of Club monies**

The After-School Club is a cost centre in the School's overall budget for income and expenditure and is subject to the same oversight and regulation as all other budget cost centres.

The Club shall not hold a separate bank account. Its activities will be managed through the School's private funds account.

As a principle, it shall not hold excesses of income unless agreed for specific purposes as part of the School's budget.

It is expected that fees paid by parents and carers for attendance at the Club are paid by them directly to the School's Admin Office on receipt of an invoice. Receipts of cash to Club staff must be paid to the School's Admin Office as soon as possible, accompanied by a register of attendance relating to the Club's sessions, stating the child's name, amount received and the name of the staff member.

Expenditure by staff members on behalf of the Club may be reclaimed from the School's Admin Office where supported by a receipt.

Plans for future expenditure – for example, purchase of new or replacement equipment – must be authorised by the Headteacher in writing.

The activities of the Club shall be covered by the School's insurance policy for public liability, including programmes delivered during School holidays.

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