

# **ST. MARY'S CATHOLIC PRIMARY SCHOOL**



## **A POLICY DOCUMENT**

### **SMARTY CLUB**

Policy Reviewed:	June 2018
Reviewing Body:	PPC and F&P Committees
Policy Ratified:	
Next Review:	April 2019



ST. MARY'S CATHOLIC  
PRIMARY SCHOOL

*'To be the best we can be.'*

## OUR MISSION STATEMENT

**St Mary's Catholic  
Primary School**

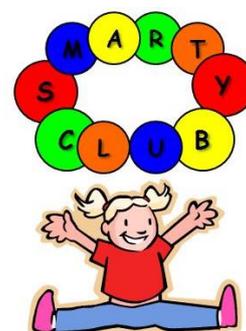
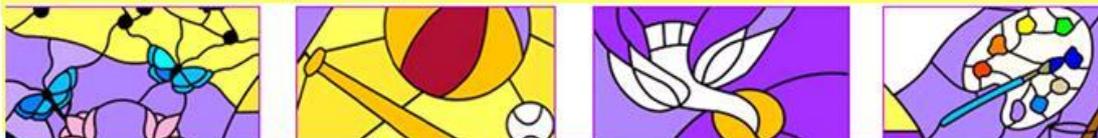


**To be the best that we can be.**

We are uniquely created by God,  
Each of us is equally valued and cherished for who we are.

Together we **learn** and grow with God.  
Together we **support** and motivate one another.  
Together we **respect** each other and the world in which we live.  
Together we **forgive** as God forgives us.  
Together we **inspire** lively and enquiring minds.  
Together we **encourage** creativity, independence and responsibility.

Together we are home, school, parish, community.  
We work together through the Gospel values central to the Catholic faith.





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## Aims of the Club

- To provide a safe and secure childcare environment for the children before and after school.
- To provide children with high quality opportunities for play and relaxation, which support individual learning.
- To provide nutritionally balanced snacks and meals.
- To ensure all members of the team are able to meet the needs of young children through their qualifications and experience, whilst meeting the requirements of the Children's Act.
- To provide a range of resources and activities to enhance the children's play and learning opportunities.
- To create opportunities for freely chosen play.
- To offer places to children regardless of ability, race, gender or disability.

## The Smarty Club Programme

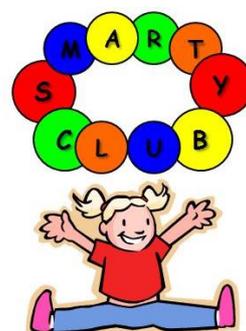
### THE BREAKFAST CLUB

- 07.45-08.15:** Breakfast is served
- 08.15-08.30:** Free choice of activities
- 08.30:** Children go out to the playground for supervised play

### THE AFTER-SCHOOL CLUB

The Smarty Club has a varied programme of learning and fun activities. Each afternoon there will be focused activities running throughout the session and these will include sports, baking, arts and crafts and many more (please see the termly timetable of workshops for further details). The children will also have access to 'free choice' activities e.g. construction toys, story books and imaginative play resources.

- 15.05 – 15.40:** Registration and snack time
- 15.40 – 15.30:** Workshops and free choice activities
- 16.30 – 17.00:** Tea time (light meal / refreshments)
- 17.00 – 17.50:** Workshops and free choice activities
- 17.50 – 18.00:** Tidy up time
- 18.00:** Club Closes





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## Admissions Information

- Membership of the club is available to children who attend St Mary's School and are aged 4-11 years.
- Admission to the club is strictly on a first come, first served basis.
- Applications may be made for any child on the school's register or for children who have been offered, and accepted a place at the school.
- There are no ad-hoc or drop-in facilities available for Smarty Club under any circumstances.

## Waiting List Information:

- In the event of the club being oversubscribed you may choose to add your child's name to the waiting list for one or more days of the week.
- As soon as a space becomes available it will be offered to the child at the top of the waiting list for that day.
- You will have two working days to accept or decline any offer made to you.
- If you are offered and decline a place on three occasions your child's name will be removed from the list.
- If your child's name is removed from the list you may reapply at any time but will re-join the list at the bottom.
- Please note that the waiting list for SMARTY Club is not one single list but 5 lists – one for each day of the week. Due to the varying needs of individual families it is necessary to operate the system in this way. Because of this, it is not possible for the school to give a definitive answer as to where a family are on the list as they may well be in different positions for different days of the week depending on the provision they have requested.

## Priority of Applicants:

Priority on the waiting list is only given to 'Looked After Children'. All other applications have the same status.

## Types of Provision:

Each day it is possible to request and book either a half session (ending at 16:30) or a full session (ending at 18:00). Pick up times must be strictly adhered to in order to avoid being charged an additional fee or risking your child's place in the club.

## Late Collection:

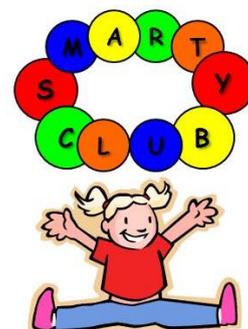
Late collection (10 minutes or more late) will incur an additional charge of £10 per child, per occasion. Late collection on more than 3 occasions will result in the child's place in the club being withdrawn (effective immediately).

## Payment:

All SMARTY Club fees must be paid no later than the date on each invoice. Persistent late payment or non-payment of fees will result in your child's place being withdrawn with immediate effect.

## Food:

- Only food provided by SMARTY Club may be consumed in SMARTY Club. When children first enter the club at the end of the school day they are offered a light snack, e.g. breadsticks or rice cakes.
- Children who are booked for a half session do not stay for tea time and will not be provided with a meal.
- Children who are booked for a full session will have a light evening meal provided after 4:30pm.
- No food may be brought from outside and eaten in the club – this includes when children are collected and also birthdays.





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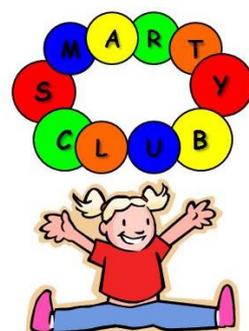
## Other Information:

- All places in the club are allocated and managed by Mrs Webb, the School Business Manager.
- All payments are managed by Mrs Webb, the School Business Manager.
- Drop-ins or last minute / ad hoc bookings are not available under any circumstances.
- It is not possible to jump the waiting list queue for any reason.
- It is not possible for the club to hold places open whilst waiting for additional days to become available.
- It is not possible to pay to hold places open.
- It is not possible to ask for a place to start at a specific future date as it is not possible to predict future availability of places.
- If your child is booked in for a half session and you wish to extend this to a full session on any given occasion you must give written notice to the school office no later than 48 hours prior to the session you wish to extend. (This is for safeguarding and accounting purposes.) Please send an email to both [office@st-marys.merton.sch.uk](mailto:office@st-marys.merton.sch.uk) and [smartyclub@st-marys.merton.sch.uk](mailto:smartyclub@st-marys.merton.sch.uk) to register your request.
- Children not collected by 6:30pm will trigger the school's uncollected children policy. They will be taken to Wimbledon Police Station and reported as an abandoned child.

## The Application Process:

Please follow the flow chart on the following page to see how the application and waiting list processes work.

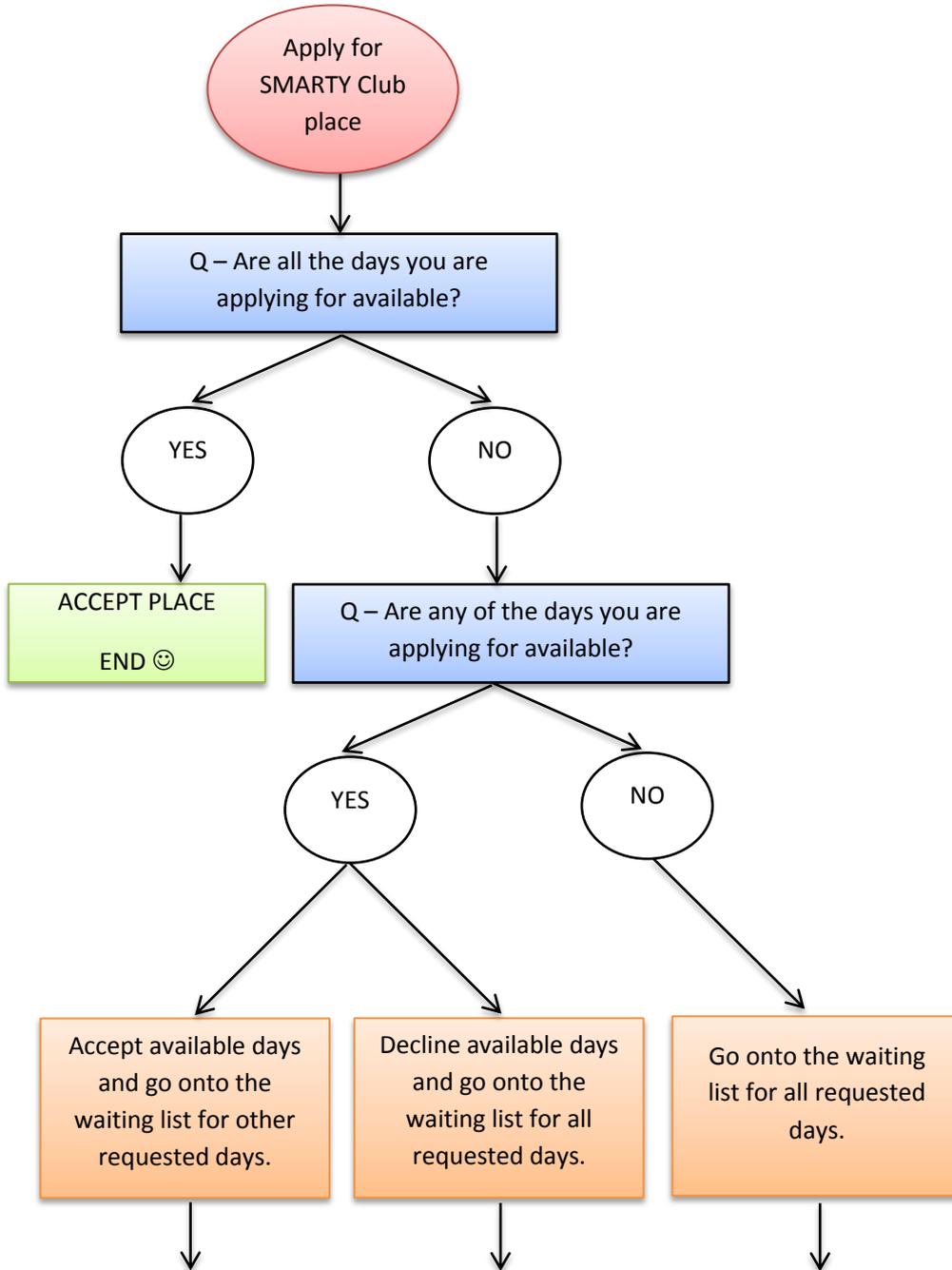
Please note that in the event that a place is declined on three separate occasions, the child's name will be removed from the register. In the event that the family would still like to request a place, they would then have to reapply and the child's name would be added to the bottom of the list. This measure is in place to ensure that all our families have a fair chance of reaching the top of the waiting list.





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Remain on the waiting list for the days you have requested.

Please note that if you are offered, and decline a place on three occasions your child's name will be removed from the waiting list. You may reapply to start the process again at any time should you wish to do so.

