



# ST GREGORY'S CATHOLIC PRIMARY SCHOOL

## Before and After School Club Policy

Version:	2
Date created/updated:	24 <sup>th</sup> March 2025
Ratified by:	Mrs S Byrne
Date ratified:	1 <sup>st</sup> April 2025
Date issued:	1 <sup>st</sup> April 2025
Policy Review Date:	April 2026
Post Holder Responsible for Review:	Mr K.Brown



**Commitment to Equality:**

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these. policies are reviewed regularly in this regard.

This Before and After School Policy has been approved and adopted by St Gregory Catholic Primary School on 1<sup>st</sup> April 2025 and will be reviewed in April 2026.

Signed by the Chair of the Local Governing Body for St Gregory's Catholic Primary

School:

Shauna Byrne

**Mrs S.Byrne**

Signed by the Principal of St Gregory's Catholic Primary School

Kevin Brown

**Mr K.Brown**

**Mission Statement**

'Aspiring to be great, through loving and learning, following in the footsteps of Jesus.'

**Rationale**

The wraparound provision is organised by St Gregory's Catholic Primary School. Breakfast Club is an extended school activity designed to allow children to be in school from 7.30 am onwards, to have the opportunity to have a choice of food and drink for a healthy start to the day, and to join in activities on offer. From 3.25 pm until 6.00 pm, we provide Afterschool Club.

### **Club Information**

The club can be contacted at: [enquiry\\_gre@emmausmac.com](mailto:enquiry_gre@emmausmac.com)

Contact Telephone Number 0121 429 4609

Office hours 8.00am – 3.45pm

Children are also encouraged to be independent at these times and to make decisions for themselves through the choice of food and drink and to participate in informal activities with each other developing social and interactive skills.

### **Objectives**

- To provide a welcoming, safe, secure environment for pupils before the beginning and at the end of the school day
- To enable pupils to eat breakfast before the start of the school day in a pleasant, relaxed environment
- To employ caring supervisory staff
- To provide a calm play environment for those pupils
- To provide an affordable service for working parents

### **Organisation**

The Breakfast and Afterschool Clubs are open to pupils attending St Gregory's Catholic Primary School. Due to the number of staff available, if demand exceeds the number of places available, a waiting list will be maintained. The club will be open from 7.30 am until 8.50 am, but children should arrive no later than 8.30 if they require breakfast, to enable staff to clear food and clean before the start of the school day. Afterschool Club runs from 3.25 pm to 6.00 pm. For pricing purposes, each of these clubs are divided into sessions of varying duration (see below). Wraparound will not run on INSET days. Wraparound will be held in the School Hall; in fine weather, the session will take place on the Junior Playground. The child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in the School Office. It is the responsibility of the parents to ensure that the office is informed of contact changes.

### **Use of Registers**

It is the parents' responsibility to ensure that children are registered with a member of the Breakfast Club staff as they enter the hall before leaving them. The Wraparound Manager retains the registers which are kept in the school office. At the end of Breakfast Club the supervisor tallies the numbers attending. In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present. As children are collected from Afterschool Club, a member of staff will mark them as having left on the register.

### **Staffing and Supervision**

The children are adequately supervised at all times. Three members of staff are present at every session. All members of staff are DBS checked. At least one member of staff on duty holds a current first aid certificate.

### **Pricing**

#### **Breakfast Club**

Long Session (7.30am – 8.50am): £7.00  
Short Session (8.00am – 8.50am): £5.00  
Mini Session (8.15am – 8.50am): £3.00

#### **After School Club**

Long Session (3.25- 6.00pm): £10  
Mid-Session (3.25pm – 5.30pm): £9.00  
Short Session (3.25pm – 4.30pm): £6.00  
Mini Session (3.25pm – 4.00pm) : £5.00  
After Activity Club top up session (4.30pm – 6.00pm) :£5.00

#### **Late charges**

£1.00 per minute per child after 6.00pm

#### **Sessions**

Sessions not attended on the day will not be cancelled and will have to be paid for because of staffing requirements

### **Fire Procedures**

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's playground in a line. The club's register for the day will be called and all names will be checked.

### **Health and Safety**

Wraparound is run by the school and the existing Health and Safety Policies will be followed. The hall area and outside area will be checked regularly by staff to ensure the safety of the children.

### **Behaviour and Anti Bullying**

Staff act role models and encourage considerate attitudes from all children. They praise the children and give positive encouragement wherever possible. Unacceptable behaviour is always responded to, in private, in an appropriate way, taking into account of the child's level of understanding. We do not tolerate bullying, intimidation or rudeness. Children are encouraged to resolve conflicts by discussion. However, they should always tell staff if they are hurt or upset. Parents are informed of serious concerns. Persistent unacceptable behaviour will lead to the child's place being withdrawn.

### **Safeguarding**

In accordance with safeguarding arrangements, all staff involved in the running of the Breakfast and Afterschool Clubs will have current DBS clearance and have received the same safeguarding training as any other member of staff. These records are held in the school office. Wraparound staff will follow existing school policies and procedures for child protection and the code of conduct. Where ICT equipment is used, they must follow the school's policies and procedures.

### **Healthy Eating Policy**

It is our aim to foster and encourage an interest in healthy eating amongst the children, we have a varied menu will be offered, ensuring high nutritional standards and low sugar and fat content. Treats may be included from time to time. Children are encouraged but not forced to eat. Fresh drinking water and fruit is also available to the children. All staff have preparing food have a current food hygiene certificate.

### **Complaints**

Any parent wishing to make a complaint please email [dturvey@emmausmac.com](mailto:dturvey@emmausmac.com) . If the issue cannot be resolved it will be passed on to the school Senior Leadership Team (SLT) for further action.

### **Staff protection**

We believe that our staff have a right to work in a safe environment free from verbal or physical abuse. We work to create and promote good relationships between staff and children and parents. Verbal aggression or unreasonably demanding behaviour towards staff by parents is not acceptable and is likely to lead to withdrawal of a child's place. Threats of violence will always be reported to the police.

