Holy Family Catholic Primary School Out of Hours School Club Policy

Committee Responsible for Reviewing this Policy:
Full Governing Body

Member of Staff Responsible for this Policy:
E Allonby

Date of last Review:
October 2026

In all things love.

Mission Statement

Holy Family School aims to develop our children's all round potential in a happy, secure and disciplined environment. To achieve this, we are committed to a partnership of parents, carers, staff, governors and the parish. Our school is founded on faith in Jesus Christ and his teachings and we accept the guidance of the Catholic Church in establishing that foundation.

Introduction

The Out of School Club is run by Holy Family Catholic Primary School and exists to provide high quality out-of-school hours' childcare for our school families. It provides a range of stimulating and creative activities in a safe environment.
The club operates from 7.45m – 8.45am and from 3.15pm – 5.45pm term time only.

Current costs for each session can be obtained from the School Office.

A copy of this policy is provided to all parents of children attending Club and is also available on the school website.

Parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Where parents live separately and both are individually booking sessions, then each parent will need to compete the registration form. The parent booking the session is legally the contracted parent and responsible for the payment of charges for the session.

Admissions

- Only children attending Holy Family Catholic Primary School are eligible to attend Club.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website.
- Pupils are welcome to use the club on an ad hoc basis (with advance notice), provided there are spaces and the parents/ carers have previously completed the registration process.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Staffing Ratios/ Pupil Numbers

Breakfast Club

There will be a maximum of 30 children supervised by 2 staff when the hall alone is in use, with the main office door being used as the access point.

Additional staff will be needed for additional pupils and use of outdoor areas.

After School Club

There will be a maximum of 30 children supervised by 2 staff in the infant hall and outdoor area, with the hall door being used as the access point. Additional staff will be needed for additional pupils.

Payment of Fees

- All bookings made require fees to be paid one week in advance, at the point of booking.
- Payment is due for all booked sessions, even if your child is unable to attend their booked session.
  This may be due to illness, medical, an alternative club in school, holiday and other reasons.
- The parent signing the club's registration form is known as the 'contracting parent' and is responsible for payment of all fees.
- If payment of their fees causes any difficulty to parents, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.
- It is possible to pay fees using childcare vouchers as well as MCAS.
- MCAS records will show your charges and receipts of payments made.
- Cash payments cannot be processed.
- Any queries about charges should be directed to the school office.
- Charges made for Breakfast and Afterschool at The Ark Club will be reviewed annually.
- If a child is left to be cared for in Out of School Club without prior arrangement the session fee will be charged for the initial quarter of an hour and then the late pick up charge for every following quarter of an hour or part thereof.

Arrival and Departure

The Ark Breakfast Club

Parents/Carers are required to bring their child directly to club and sign them in. They should enter the club via the external foyer at the main school entrance, the staff will be alerted to your arrival when you press the Breakfast Club bell situated on the left of the main door.

- Children will be escorted onto the relevant classrooms at 8.45am by the club staff.

The Ark After School Club (ASC)

The club staff will liaise with the school office to collect the day's final attendance list and determine any changes to those contracted to attend the club.

Class TAs will escort children attending ASC to the infant Hall.

Registers

The club staff will take a register of all children at the start of the session. They will liaise immediately with the class teacher/school the reason should a child not be accounted for.

Departure

- When a child is collected at the end of or during a session, ASC staff must hand children directly to carer.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date. If the school have not been informed prior to that day's session of any changes, collection will not be granted unless the club staff can get confirmation from one of the registered contacts.
- Parents must inform the school office, or Club staff, in advance if their child is going to be absent from Club.

Behaviour

Whilst attending Out of School Club children are expected to:

- Follow school's code of conduct
- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.

Choose and participate in a variety of activities.

- Ask for help if needed.
- Enjoy their time at the Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards.
- Informing parents about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with teachers to seek consistency between classroom and club to formulate clear strategies for dealing with persistent inappropriate behaviour.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
- If, after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

<u>Daily Routines</u>

Morning Session

- 7:45am – 8:45am parents bring their children to Before School Club situated in the school hall area where a range of activities are set out.

- 8:00am following, children wishing to have breakfast wash their hands ready to enjoy breakfast.
  8:35am tidy up time, encouraging the children to take responsibility for the environment.
- 8:45am children collect their coats and bags.
- Infant children are escorted to their classroom, where they meet their teachers
- Junior children are dismissed to their classrooms.

Afternoon Session

- 3:15 - 3:30pm children go to club and will wash their hands beforehand.
- 3:45pm – 4:00pm children will be offered a snack and be invited to help prepare this; staff members will sit with the children at this time.
- Children can then choose from a range of play and planned activities, either indoors or outdoors depending on weather.
- Club closes at 5:30pm. Last collection time is 5:45pm, to allow a 15-minute lateness buffer before school is locked up at 6pm.

<u>First Aid</u>

- All accidents will be recorded in the school accident book, signed by a member of club staff and accurately reported to the parents/carer upon collection in line with school policy. If a text message is required, but not able to be sent in club hours, then advice will be given to parents when collecting their child.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.
- Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, Club will be informed of their absence.
- The Ark employs staff who are first-aid trained to Paediatric first aid level for EYFS safer eating standards.
- All Ark staff have been given allergy training and are able to administer APIs if a case of anaphylaxis is suspected.

Missing or Uncollected children

Missing children

In the event that a child goes missing, the following procedure will be undertaken:
• Senior school staff will be informed of the missing child and the missing child protocol will be followed.

Uncollected children

- If a child has not been collected by 5:45pm, parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after 6pm, Social Services and the police will be informed.
- A charge will be levied for late collection. A fee will be applied for late collection from 5:45pm. This charge will be added to the MCAS amount outstanding.

Related Whole School Policies:

- *Child protection policy*
- *Equal opportunities policy*
- *Health and Safety policy*
- *Internet and Digital safety policy*

Policy date: October 2026 *To be updated every two years, or sooner if necessary.*