

# SS John & Monica Catholic Primary School

After-School Club Policy

2026/2027



Our Mission

*'At SS John and Monica's we learn through the example of Jesus to love, respect, understand and value each other'*

## **Aims of After-School Clubs at St John and Monica Primary School**

At SS John and Monica Catholic Primary School we aim to provide extra teaching/coaching opportunities for children, during after school hours. This allows the children to further develop their social, emotional, educational and physical skills.

Children will:

- Have a greater understanding of health and fitness.
- Be encouraged to opt for physical activities thus leading to a healthier lifestyle.
- Learn and develop new interests, skills and talents e.g. Music, art
- Show a desire to improve and achieve through their abilities and aspirations.
- Develop the appreciation of the concept of fair play, team play, honest competition and good sportsmanship.
- Understand safe practice and develop a sense of responsibility.
- Promote self-esteem through physical competence and learning new skills.
- Have the opportunity to participate in both competitive and non-competitive games and learn new skills

## **After-School Club Activities:**

The school provides a range of extra-curricular activities at different times of the year including arts and craft, Lego, Library, Football Magic Maths, Fizzpop Science and Forest School, to name a few. These after school activities are delivered by staff and by outside specialists who comply with safeguarding regulations.

## **Allocation of After-School Club Places**

Most After-School clubs are specifically for KS1 or KS2. Some are for both key stages. Unfortunately, provision is not available for Reception children. This is due to adult to child ratios. Places for each club will be offered on a first come first served basis. Once completed After School Clubs consent forms have been returned to school. Some clubs may be subject to a rota basis, to ensure that all children have the opportunity to attend the club of their choice.

The price for After-School clubs varies according to whether the club is run by SS John and Monica staff or external outside specialists. Payment is made using our on-line 'School Money' system <https://login.eduspot.co.uk/>

Please inform the office as soon as possible if, for any reason, your child no longer wants to attend an after school club. This will help staff in offering places to children on the waiting list.

### **Collection From After-School Clubs**

It is St John and St Monica After-School Clubs policy to ensure that all children are safely collected from club by the appropriate named person. It is the known parent or carer's responsibility to inform the club if another person wishes to collect a child.

### **Late Collection From After-School Clubs**

Parents should collect their children from the after school club on time. This is very important, as children can get sometimes get very anxious and distressed if they have to wait for collection. If parents fail to miss the deadline for collecting their child the following procedure will be initiated:

- In the first instance they will be issued with a reminder by the Club leader or Office Staff and encouraged to collect their child on time.
- If a parent is late collecting their child a second time they will be issued with a final reminder by the Club Leader or Office Staff
- If a parent is late three times in collecting their child the school has no alternative, but to offer their place to another child on the waiting list for that particular club

It is not the intention to penalise those Parents or Carers who regularly collect their child on time but to deter those who consistently collect their children late.

If a parent/ carer are unexpectedly delayed, school should be contacted on 0121 464 5868 as soon as possible, so that an arrangement can be made to supervise the child waiting to be collected.

### **Charges for Late Collection**

- Children not collected from After School Club on time will be taken to After School Supervision. A late collection fee of £3.75 will be charged every 15 minutes until the child is collected

### **Unforeseen Cancellation of an After School Club**

Our After School Clubs will endeavour to operate at all times, however in unforeseen circumstances, e.g. illness of a member of staff or cancellation of the external providers it may necessary to cancel the club. Parents will be contacted, informed and asked to make alternative arrangements for collecting their child. Fees will be credited if the club cannot operate as planned.

### **Behaviour Management**

At SS John and Monica we expect children in our After School Clubs to do the following:

- Use socially acceptable behaviour

- Comply with the Club rules and routines
- Respect one another, accepting differences of others
- Develop their independence by maintaining self-discipline

If a child does not adhere to the above then a discussion will take place between the club leader and the Head Teacher. If the above behaviour is persistent then a child may be removed from the club and lose their place.

Positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- Offering a variety of play opportunities to meet the needs of the children attending the Club
- Praising participation in activities

### **Accident Procedure**

If an accident occurs during the After School Club, club leaders will ensure contact with the school office and will establish what assistance is required. A First Aider will attend to the injured child's needs. The incident will be recorded including the time, date and details of incident. The parent of the child involved will be informed.

***SS John & Monica Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people.***

**Policy Adopted: September 2026**

**To Be Reviewed: September 2027**