



St. Anthony's Catholic Primary School

Padua Pals Club Policy

OFSTED registered: 151965

Introduction

Padua Pals Club is run by St. Anthony's Catholic Primary School to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 7.30am – 8.45am and from 3.15pm – 6pm term time, and current costs for each session can be obtained from the school office or the club staff. A copy of this policy is provided to all parents of children attending the club and is also available on the school website.

All parents must complete a registration form for each child attending the club and sign as agreement to adhere to the terms of the policy.

Admissions

- Only children attending St. Anthony's Catholic Primary School are eligible to attend the club.
- Places shall be offered on a first come basis and places are subject to availability.
- Parents must book and pay for places each month using the Arbor App.
- The registration process must be completed prior to the child's commencement at the club.
- Non contracted pupils are welcome to use the club on an ad hoc basis provided there are spaces available.
- All club staff are made aware of the details of new children.
- Children's attendance is recorded in a register.

Staff

Manager – Mrs J. Dancer

Deputy Manager – Mrs T. Woods

Playworker – Mrs K. Martin

Playworker - Mrs G. Huntriss

Arrival and Departure

Before School Club

- Parents/carers/responsible adults are required to bring their child directly to the club and sign them in. Parents should enter the Club via the hall door, staff will be alerted to their arrival by the doorbell situated next to the hall door.
- KS2 children will be dismissed from the hall at 8.40am to go to their classrooms.
- EYFS / KS1 children will be escorted to their classrooms at 8.40am by Club staff.

After School Club

- Classes will have lists of who is booked in to the club each day and all children on the list will go to the club in the hall.
- Children in EYFS / KS1 will be collected from their classes at the end of the school day by club staff and taken to the hall.
- KS2 children will proceed to the hall at the end of the school day.
- Club staff will take a register of all contracted children and will liaise with the class teacher / school office to determine any reason why a child is not accounted for.
- If a parent decides to collect a child at the end of the school, even though they are booked into the Club, they must collect the child from the Club in the school hall rather than from the class.

Departure

- Parents will alert staff members of their arrival to collect a child by ringing the club bell by the hall door.
- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded.
- 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.
- Unfamiliar adults collecting children will be asked for a password before the child is released.
- Parents must inform the club staff if their child is going to be absent from the club. Calls can be made to the school office during the school day or to the Padua Pals Club mobile phone during Club hours.

Daily Routine

Morning session

- 7.30am – 8.30am parents bring their children to Before School Club situated in the school hall where a range of activities are set out.
- 8am children who wish to have breakfast wash their hands and choose breakfast. Examples of breakfast: toast, croissants, pancakes, cereals, fruit.
- 8.30am tidy up time, encouraging the children to take responsibility for the club environment.
- 8.40am children collect their coats and bags. KS2 children proceed to their classrooms. EYFS / KS1 children escorted to their classes.

Afternoon session

- 3.15pm KS2 children proceed to the hall. EYFS/KS1 children collected from their classes and register taken.
- 3.30 – 3.45pm snack time. Examples of snack: beans on toast, sandwiches, wraps, cheese crackers, fruit.
- Children can then choose from a range of play and planned activities both indoors and outdoors (weather permitting).

Behaviour

Whilst attending the Club children are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Respect school property.
- Choose and participate in a variety of activities.
- Ensure that they stay within the Club's boundaries for the duration of the Club (school hall / playground / nearest toilets on lower corridor) and do not return to classrooms.
- Ask for help if needed.
- Enjoy their time at the Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Agreeing with the children a set of club rules / club charter.
- Praising appropriate behaviour / sticker rewards.
- Informing parents about individual achievements.
- Club awards given out during Friday's whole school assembly for exceptional accomplishments.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, the child will be reminded about appropriate behaviour / club expectations / rules.
- If necessary, the child will be temporarily removed from the activity, and 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 report incidents of poor behaviour to parents.
- If there is persistent inappropriate behaviour, staff will consult with parents to formulate clear strategies to address this.

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.

First Aid

- Any first aid incidents from the school day will be shared with parents.
- All first aid needed at the club will be administered by a qualified first aider.
- All accidents will be recorded in an accident book and reported to parents/carers on collection and signed by a member of staff.
- Accident records will include name of child, date and time, nature of accident, type and location of injury, action taken and by whom.

If a child becomes unwell during Club, parents will be contacted and asked to arrange collection of their child. If a child is sent home during school hours the Club will be informed of their absence by office staff.

Missing or Uncollected Children

Missing children

If a child is on the register but is not present when the register is taken, staff will seek assurance from school staff as to whether the child was in school that day, has been collected or is attending a school extra-curricular club. Staff will ensure that they account for all children on the daily register.

If a child is missing, senior staff will be informed. The Club manager will undertake a search of the building and a second member of staff will search outside of the building. If the child remains missing, the emergency services will be contacted and parents informed.

Uncollected children

If a child has not been collected by 6.00pm parents will be contacted by telephone. If they cannot be contacted other contacts provided by the parents will be contacted in order. If all contacts are unavailable and the child is still uncollected after half an hour, then the police and Social Services will be informed.

A charge will be levied for late collection to compensate staff for their time. The fee will be applied from 6.00pm and will be charged at £20.00 per 15 minute per child to cover the cost of the two staff who are legally required to stay.

Payment of Fees

The parent signing the Club's registration form is known as the 'contracting parent' and is responsible for payment of all fees.

- Fees are to be paid in advance using the Arbor app.
- Childcare vouchers may be used.
- Payment is required for all contracted sessions even if the child is unable to attend their booked session.
- There is a reduced rate for siblings and children of Club staff.
- If parents go into arrears with payments, then a £10.00 administration fees for every week of non-payment will be applied to the account. This is to cover the extra administrative work required when payments are late. They may also risk losing their childcare place.
- Four weeks notice must be given to reduce the number of sessions a child attends Club.
- Four weeks notice must be given to resign a child's place.

If a parent is experiencing difficulty with payment of their fees, they should contact the school office as soon as possible. Staff will treat all matters confidentially and will arrange for discussions in private.

Commitment to accessibility and equal opportunities

Padua Pals Club is committed to providing a safe, inclusive, and welcoming environment for all children, families, and staff. We actively promote equality of opportunity and aim to ensure that every child can participate fully, regardless of their background or individual needs.

We value diversity and are dedicated to treating all individuals with respect, fairness, and dignity. We do not tolerate discrimination on any grounds, including but not limited to race, ethnicity, religion or belief, gender, disability, age, sexual orientation, or socio-economic background.

We are committed to:

- Ensuring our activities, facilities, and resources are accessible to all children wherever reasonably possible.
- Making reasonable adjustments to support children with additional needs or disabilities so they can fully participate in club activities.
- Promoting positive attitudes towards diversity and encouraging children to respect and celebrate differences.
- Working in partnership with parents, carers, and external professionals to meet individual needs effectively.
- Regularly reviewing our practices to improve accessibility and inclusion.

All staff share responsibility for upholding this commitment and will receive appropriate guidance and training to support inclusive practice.

Related Whole School Policies

Equality Policy

Health and Safety Policy

Safeguarding Policy



Padua Pals Registration Form

2026-2027

Sessions Required (Please highlight/tick session required)

Breakfast Club	Monday	Tuesday	Wednesday	Thursday	Friday
After School Club	Monday	Tuesday	Wednesday	Thursday	Friday

Childs Full Name:		Preferred Name:
Date of Birth:	Year: from Sept 2026	Password: To be used on collection of your child

Parent/Carers Details

Name:	Name:
Home Address:	Home Address:
Work Address:	Work Address:
Mobile Number:	Mobile Number:
Email:	Email:

☐ I give permission for my child to be photographed at the Club and for the photos to be used in Club promotions.

☐ I give permission for my child to take part in food preparation activities.

Please give details of any other adults (over 16 years old) who may collect your child from the Club. We will also use them as an emergency contact should we not be able to contact you.

Name	Relationship to child	Phone number

Please state any information about your child you feel that we need to know (A medical needs form is also included)

Please circle any dietary requirements

Vegetarian / Dairy Free/ Gluten Free / Egg Allergy / Nut Allergy / Seafood

Please detail anything additional

Please note we do not offer Halal so you would need to circle Vegetarian

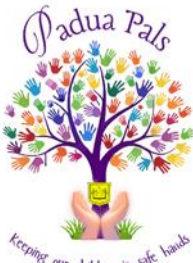
I give consent for a member of staff to administer first aid as required. I also consent to staff seeking emergency medical advice or treatment during the running of the Club. I authorise Padua Pals Club staff to sign any written consent required by hospital authorities if the delay in getting my signature is considered by doctors to endanger my child's health.

Signature_____ Date_____

If you are planning on paying for your fees by Childcare Vouchers please detail the name of the provider and the reference number for your child below:

Name of Provider:

Reference Number:



Terms and Conditions – Padua Pals Club

Hours of Breakfast Club 7.30-8.45 am

Last drop off 8.30am

Hours of After School Club 3.15-6.00 pm

- I consent to my child attending Padua Pals Club. I have received a copy of the policy and procedures which apply to both breakfast and after school club and I agree to abide by them. I understand that failure to do so will mean that my child will no longer be able to attend the Club.
- I understand that should there be any incidents involving my child that I will be informed of the situation.
- I understand that the information given on this registration form is confidential, however there may be times, for example in the case of safeguarding concerns, when details may be passed to other agencies in line with the child protection policy.
- Once my child is delivered/collected for breakfast/after school club he/she will be in the care of the staff until collected by a responsible adult over the age of 16 years old who is named on the form. Staff will request the password from any person who they don't recognise.
- I understand my child will be provided with a light snack and drink whilst at the Club unless otherwise requested.
- I understand that the school car park will only be available for drop off of pupils before 8.15am and pickup of pupils after 3.45pm.
- If my child is not collected by 6.00pm, I will pay a charge of £20.00 per child per 15 minutes until they are collected to cover the cost of the two staff who are legally required to stay. If my child remains by 6.30pm after using all possible methods to contact parents or emergency contacts, I understand the staff will be legally required to contact the Social Care Team/ Police.
- Repeated late collections will result in a formal warning to the parent or carer and their child's place will be withdrawn. Anyone picking up after 6pm on 3 occasions will not be able to continue using the Club
- **I confirm that the information on this form is correct and agree to notify the club of any changes in contact numbers/address or if my child will not be attending on any morning/evening they are booked in.**

Fees

- i. All booked sessions are chargeable;**
- ii. All sessions are non-refundable;**
- iii. Failure to pay will result in your offer of a place to be withdrawn;**
- iv. Payment of the fees should be made via Arbor App and once you have paid, your place is confirmed in the club;**
- v. If you are using Tax Free Childcare Vouchers in any format, you need to screenshot the payment and send to the paduapals@stanthonys.mecmat.org mailbox to allow the debt to be cleared from the school booking system.**

Signature of Parent/Carer _____ Date _____

Printed Name _____

Padua Pals Club Medical Needs Form 2026-2027

It is important that you make us aware as soon as possible of any medical needs or requirements that your child may have to ensure that we have any necessary provision in place before they start with us.

Childs Name:	Date of Birth:
Address:	
GP Name & Address:	
Telephone Number:	

Does your child have any of the following? Please provide as much information as possible, include details of prescribed medicines or other requirements to control their condition.

			Details				Details
Allergies	Yes	No		Vision Difficulties	Yes	No	
Asthma	Yes	No	Inhaler?	Speech Difficulties	Yes	No	
Epilepsy/ Fits	Yes	No		Hearing Difficulties	Yes	No	
Diabetes	Yes	No		Mobility Issues	Yes	No	
Eczema	Yes	No		Multiple Sclerosis	Yes	No	
Heart Problems	Yes	No		Tuberculosis	Yes	No	
Arthritis	Yes	No		Hypothyroidism	Yes	No	

Do you feel that your child has any other condition(s) which may affect school life or require support?
Do you observe any cultural or religious procedures that you feel we should be aware of?
Is there anything else you would like to make us aware of? Please continue on the reverse of the sheet if necessary.

In some cases, based on the information we receive we may need to put a medical needs care plan in place. This will be done in partnership with parents/carers, school staff and school nurses wherever possible.

Signature of parent/carer_____Date_____

Printed Name_____