St Ignatius' Catholic Primary School

Breakfast & After School Club policy.

'Rooted in love, respect, care, and a commitment to working hard.'

Written September 2026
Agreed by Governors Autumn 2026
To be reviewed: September 2027

Dear Parents/Guardians

We have produced this pack to answer some questions you may have and to give you information about the most important policies and procedures that will affect you and your child if they attend the before and/or after school club.

You can speak to the school office if your require more information.

At St Ignatius Breakfast and after school Club the children have plenty of space to play in, with access to the school playground. Healthy breakfast and afternoon snacks and drinks are provided at the club. The staff and children design the environment and space so that a balance of adult/child led activities and play or rest opportunities are available each day to meet a range of ages, interests and needs.

Children will be cared for safely by a team of staff; with at least one staff member per eight to ten children (this is good practice). The staff are Mrs Tammy Croly (FSW), Mrs Samima Maje (Support staff) and Mrs Luena Archibald (Headteacher-backup)

This pack contains written information about the club, included is:-

- Important information about the club including arrangements for contacting the club staff, booking arrangements and fees.
- A copy of our Safety and Security policy setting out the responsibilities of parents, children and staff.
- Booking Information- through Arbor

General Information

St Ignatius Breakfast and After School Club provides before and after school childcare for children aged 4 to 11yrs.

The primary purpose of our breakfast and afterschool clubs is to provide a healthy start to the day and allow parents/carers flexibility around the school day in order to fit in with work and family life.

We believe that this an important part of the day and creating time and space for playing makes a valuable contribution to supporting children's health, creativity, and well-being.

Admissions

Any child who attend St Ignatius Primary School can attend. Places are available to all children.

Opening Hours

The morning sessions start at 8.10am and a healthy breakfast is provided if you wish your child/ren to have some. The children are then able to do a variety of activities and/or play before they are taken to school for 8.45am.

The after school sessions start at 3.15pm (when school ends) and finishes at 4.15pm during term time.

Children **must** also be collected by the authorised adult/s named on Arbor or known to school. This is for child protection and insurance purposes. If someone other than these people will be collecting, you will need to give us consent beforehand.

Fees

Reserved places **must** be booked through Arbor, each half term. However if this is an issue please discuss this with Mrs Archibald. Further support can be obtained from the club or school office.

Charges are:-

- Free for Breakfast Club
- £3 for After school club

What do I do next if I want to book a space?

Using the Arbor app you are able to book your child on our free breakfast club and paid after school club.

Payment of Fees

From September 2026 we are delighted to offer our Free Breakfast Club, funded through the new DfE Pilot Scheme. You will be able to book on through Arbor for FREE.

After school Childcare provision is not subsidised by the school budget therefore must be self-sufficient. Fees must be paid in advance on Arbor. Arbor only allows you to book onto After School Club if you have the correct fees in your account.

Si Ignatius Breakfast and After School Club Policies and Procedures

The club operates in line with the Statutory Framework for the EYFS 2026 and follows our school policies and procedures. Further details and important information concerning the clubs can be found in this pack and on the school website. We kindly ask you to read and understand them upon registration at the club. We have summarised some key policies below.

Sickness, Accidents, First Aid and Emergencies

As with school if a child becomes ill during a session, every attempt will be made to contact one of the people listed on the child's registration form to arrange collection of the sick child. The child will be cared for until collection. In the case of a minor accident, basic First Aid will be administered. Prescribed medication only can be administered and with specific written instructions from a parent/guardian/doctor. Please read and complete schools medicine policy.

In the case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/guardian to discuss the course of action to be taken. If a child needs emergency hospital treatment the staff will first call an ambulance, then attempt to contact the parent/guardian and will continue to do so until successful. A member of staff will accompany the child to hospital and remain with them until a parent/guardian arrives.

Please note: if your child attends breakfast or after school club you are giving the staff authorisation to act "in loco parentis" e.g. the parent/guardian cannot be contacted in time, the manager/deputy manager will invoke that authority to take action to gain appropriate medical treatment for the child. If you do not wish to give such authorisation, please speak with the headteacher – check school policy

Missing/Lost Child Procedure

In the event of a child going missing or being lost on club/school premises the club manager should be informed immediately. The FSW/school head teacher should also be informed immediately. A thorough search will be made of the premises both internally and externally. The manager will inform the child's parent/carer and (head teacher/governors) and also the local police will be contacted. It is therefore **vitally** important to let us know if your child will not be attending a pre booked session for any reason as they will be assumed missing.

Uncollected Child Procedure

If a child is not collected at their expected collection time, we follow the procedures below. Parents/carers are contacted at home or at work. - If this is unsuccessful, the adults who are authorised by the parents to collect their child - and whose telephone numbers are recorded on Arbor - are contacted. - All reasonable attempts are made to contact the

parents or nominated carers. - The child does not leave the premises with anyone other than those named on Arbor. If no-one collects the child within 3/4 hour (by 5pm) of their expected collection time and there is no-one who can be contacted to collect the child, we would contact the local authority children's social care team.

Important Information
Please refer to the school website for other policies and guidelines, including our safeguarding and behaviour policy. With regards to behaviour, if a child is consistently not following our rules after communication with parents they will not be accepted into the club and parents will need to look for alternative provision.

Parents/guardians are responsible for ensuring that contact details provided are kept up to date.

To contact the FSW during a session please phone 01772 555252 ext FSW.

St Ignatius there is a no smoking/vaping site.

Safety and Security of Children

The safety and security of children attending our club is an extremely important matter and everyone concerned has a part to play. This policy has four parts setting out the responsibilities of everyone involved with the club; parents, guardians, children and staff.

1. Responsibilities of parents/guardians

- Making sure that the contact details they have provided to the club are correct and that the school is told about any changes.
- Notifying the club/school if their child/ren will be arriving late for the club for any reason, e.g. after school activities. This is so they are not assumed as missing by club staff.
- Notifying the club as soon as possible (not just school) if their child/ren are not attending at all for a booked session for any reason. Again this so they are not assumed missing. **Please note that refunds cannot be given for cancelled sessions.**
- Letting the FSW know during a session if they anticipate being later than planned collecting their child/ren (persistent lateness may be charged for).
- Letting the FSW know if they have any concerns about their child/ren relating to the club.

- Gaining access to the building to collect their child/ren ONLY via the club room and not asking children or other parents/guardians to let them in. Keeping all doors/ gates locked behind them.

2. Responsibilities of children

- Children are responsible for listening to club staff when they are told which parts of the school they can play in because this may be different on different days.

- Children must not leave the area they are playing in without telling a member of the club staff.

- Children must not open the outside door of the club room to let in parents or anyone else, even if they are known to the children.

- Children must come straight to after school club after any after school activity if they are booked in for a session. Younger children will be accompanied.

3. Responsibilities of club staff

Club staff are responsible for:

- Collecting any booked reception and KS1 children from their classroom teacher at the end of school and taking them to the club room.
- Recording any incidents or accidents that may occur accurately, and discussing these on the same day with the person who collects the child concerned.
- Ensuring that at all times at least one member of the club staff is aware of the whereabouts of each child during the session.
- Only handing over a child to a responsible person named by the parent.
- Ensuring the time the child arrives and leaves is in the register and obtaining a signature from parent/guardian (if more than 4 pupils).
- Be completely up to date with first aid/safeguarding training and fully understand their responsibilities around child protection.
- Ensuring unauthorised persons do not enter the premises.