

**St Joseph's Catholic Primary School, Worcester**  
**'Following Jesus in all we do'**  
**After School Clubs Policy**



**Contact Details**

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## **Purpose of the policy**

To describe how the school delivers an After School Club service which is affordable, sustainable and of quality.

## **Aims**

Through our After School Club we intend to:

Provide opportunities for fun, enjoyment and learning through a range of activities.

Provide cost effective access for all.

## **Providers**

All providers will be quality checked to ensure they provide not just value for money but that they are suitably trained or qualified for the club they are delivering. This will be the responsibility of the After School Club Coordinator. Providers must be DBS checked and provide evidence to the school office who will keep a copy of the relevant paperwork. The After School Club Coordinator will ensure providers are familiar with school rules, procedures and policies. School staff may run a club if they wish.

## **Booking procedure**

When bookings are ready to be taken a Parentmail message will be sent home with details. Parents are to pay and book for clubs directly on Parentmail. FSM allocation is to be booked directly with the school office at the time indicated on the letter.

## **Fees**

All clubs carry a charge with them. Staff run clubs are charged at £1.50 per week. Clubs with outsider providers will be charged equally among the maximum number of children attending that club. All clubs must be paid for in full before the club starts. Payments are made through Parentmail. Anyone eligible for Free School Meals will be able to book a club fully funded via the school.

## **Absence and cancellation**

Refunds will not be made in the event of sickness or absences. In the event of bad weather, we will endeavour to move clubs indoors, where this is not possible, the club may be cancelled. In the event of a staff absence we will do our best to cover the club through another member of staff, where this is not possible the club will be cancelled.

## **Behaviour**

Children are expected to follow the school rules while attending the club. Outside providers are expected to follow the school rules and will be briefed on these by the After School Club Coordinator.

## **Health & Safety (including First Aid)**

Staff must follow the school Health and Safety, E-Safety, Safeguarding Policies and related documents to ensure the safety of all children. In the event of a fire or evacuation clubs must gather at the designated fire safety points.

First Aid will be administered via a trained professional, either the club provider should they be qualified or a member of the SMT rota staff.

## **SMT**

A rota of SMT staff will be used to help with the smooth running and supervision of the after school clubs. A member of SMT will be assigned a day of the week to be on hand and available should an issue occur. The staff member will be based in a centrally located position where they can be easily contacted. The member of staff will also be at the main school gate to help dismiss children at the end of the session.