ST THOMAS MORE CATHOLIC PRIMARY SCHOOL

Breakfast & After School Club Policy

Introduction

At St Thomas More Catholic Primary School, our Breakfast and After-School Club policy reflects our strong belief that all children have entitlement to a broad and varied education and experiences in a caring and safe environment, which reflects the values and beliefs of our Catholic faith. We see ourselves as a loving and happy community following Christ's way, educating children and adults to develop their talents and share them for the good of others. We believe that, together with parents, we are at the foundations of our children's future.

<u>Aims</u>

- To offer a safe, secure and friendly environment in which children can enjoy their time after school before being collected by working parents.
- In accordance with the school's healthy eating ethos to provide a nutritious snack served in a relaxed and supervised environment.

To enhance the community spirit embraced by St Thomas More Catholic Primary School and contribute towards the extended school role.

Opening Times

The Breakfast Club will open term time only:

Monday to Friday 08:00 Children must meet the Breakfast Club lead at the front gate at 8am.

The After School Club will open term time only:

Monday to Friday 15:15 to 16:30 - £5.50 (snack and drink given)

Monday to Friday 15:15 to 17:30 - £7.50 (light meal and drink given)

A register will be taken in line with the school booking system and children will be signed out by a member of the After-School Club team.

<u>Staff</u>

We have 2 members of staff. The ratio of staff to children is in line with Government recommendations. Staff will be first aid trained and at least one member of staff will hold a certificate in food hygiene. Staff will keep a list of all members of the Breakfast and After-School Club and a register of attendance will be taken daily.

Fees and Payment

To secure a place for a child in our Breakfast or After-School club, all monies must be paid online using MCAS (My Child At School) app at the time of booking including those who use vouchers. All parents/carers are required to set up an account once their child starts school. If parent/carer does not pay at the time of booking, the child's place will not be valid. The

office cannot take bookings via phone unless in an emergency at which, payment will need to be made at the time of collection. All parents & carers are asked to take into account that this provision is only viable if all monies are paid at the time of booking to cover costs. St Thomas More Catholic Primary School cannot accept responsibility for a change in personal circumstances once a place has been paid for and therefore cannot offer a refund.

Breakfast Club

Each session £4.00 (reviewed at the end of each academic year)

After School Club

Monday to Friday 15:15 to 16:30 - £5.50 (reviewed at the end of each academic year)

Monday to Friday 15:15 to 17:30 - £7.50 (reviewed at the end of each academic year)

Late Collection Fee £10.00

Behaviour

School policies, including Behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable for the safe and efficient running of the club, parents will be informed and a warning will be given to the child.

Any additional unacceptable behaviour will result in the child being suspended from the club for a period of time deemed appropriate by the Headteacher.

Parental/Pupil Feedback

The school value parental and pupil opinions and will welcome feedback on how the club is run. Please put your feedback in writing to the school office, verbally or written. Should you wish to make a complaint, please follow our complaint procedures found on the school website.

We expect all parents/carers to behave respectfully to staff members at all times. The school will not tolerate verbal or physical abuse and will report such matters to the police.

Review Date: July 2024

Next Review Date: July 2026