



St Mary's Catholic Primary School Trust

'Aspire not to have more, but to be more'

(Oscar Romero)

Breakfast and After School Club Policy 2023

St Mary's Catholic Primary Schools Trust provides Breakfast and After School Club care for the pupils of the schools.

We provide care for children between the ages of 5 and 11. Places are offered on a first-come first-served basis. If all places have been filled a waiting list will be established.

Bookings and Payments

Parents must complete a registration form before their child/children can attend.

All bookings for the after school clubs must be made through our on-line booking system by midnight on the Sunday before the week you wish to book and payment must be made via Parent Pay to ensure that a register is maintained. This also assists in the management of numbers attending and staff provision.

Please note that our on-line booking system will automatically cancel bookings which are not paid for.

Breakfast club bookings can be made by contacting the Infant School Office.

Free Places

At the discretion of the Governing Body the school may offer free places to those in receipt of Pupil Premium funding. This is currently capped at up to 2 places a week but places are limited and so are allocated on a 'first come, first served' basis. If there are no places available children will be placed on a waiting list and contacted when places become available.

Arrivals and Departures

The safe arrival and departure of the children in our care is paramount. Staff will ensure that an accurate record is kept of all children in the Clubs, and that any arrivals or departures are recorded in the registers. The registers are kept in an accessible location on the premises at all times. In addition, regular headcounts are carried out during the session.

Breakfast Club

Breakfast club opens at 8.00 am. Entry is through the Infant School. Parents/carers must accompany their child into school and sign their child in.

After School Club

After school clubs are run in both schools and a register is taken daily. The clubs run from after school until 5.00 p.m. and parents are required to collect their children promptly and contact the school if they are likely to be delayed. If a child is frequently collected after 5.00 p.m. (more than 5 times), they will be asked to find alternative childcare arrangements. Parents at the Infant School are required to sign the register when they collect their child.

Safeguarding

The Breakfast and Afterschool clubs follow the school's Safeguarding Policy, a copy of which is on the website.