

St Gregory's Catholic Primary School



Before and After School Club Policy

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| Policy review date | March 2027 |
| Post holder responsible | Mr K Brown (Principal) |
| Director / LGB Chairperson | Mr R Reeve (Interim Chair of Governors) |

Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This Before and After School Policy has been approved and adopted by St Gregory's Catholic Primary School on 16th March 2026 and will be reviewed in March 2027.

Signed by the Chair of the Local Governing Body for St Gregory's Catholic Primary School:

Richard Reeve

Mr R.Reeve

Signed by the Principal of St Gregory's Catholic Primary School

Kevin Brown

Mr K.Brown

Forming Christ-centered pilgrims of hope with kind hearts, questioning minds, a thirst for knowledge and a hunger for justice

- Mission statement: Birmingham Catholic Diocese

Aspiring to be GREAT, through loving and learning, following in the footsteps of Jesus.

-Mission Statement: St Gregory's Catholic Primary School.

Our GREAT Values

Growing with God, Respect, Equality, Aspiring to Achieve, Togetherness.

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1. General Information

St Gregory's Catholic Primary School After School Club is a school-run facility providing childcare outside of normal school hours. The club operates on the school premises and primarily uses the school hall and outdoor areas when possible, or KS1 classrooms when needed.

The club is open to all pupils attending the school, subject to availability and the club's ability to meet individual pupils' needs.

2. Statement of Purpose

St Gregory's Catholic Primary School Before and After School Club purpose is to provide high quality out of school childcare, offering a range of play, study and leisure activities in a welcoming atmosphere.

Children are also encouraged to be independent at these times and to make decisions for themselves through the choice of food and drink and to participate in informal activities with each other developing social and interactive skills.

3. Objectives

- To offer pupils a welcoming, safe, and secure space before and after the school day.
- To ensure pupils can enjoy a nutritious breakfast in a pleasant and relaxed setting before lessons begin.
- To employ supportive, caring, and well-trained supervisory staff.
- To create a calm, enjoyable, and engaging play environment for pupils.
- To provide an affordable service that supports working parents.

4. Policies

The Club follows the school's policies (available on our website [St Gregory's Catholic Primary School - Policies and Documents](#)) for:

Safeguarding

Child Protection

Confidentiality

Behaviour

First Aid

Anty bullying

Health and Safety

5. Club Information and contacts

St Gregory's Catholic Primary School

Park Road B675HX Smethwick

Email: gre_wraparound@emmausmac.com

Telephone Number 0121 429 4609 (main office)

Between 2.00 pm – 3.00 pm.

For enquiries or bookings, please email us or speak to the Wraparound Club Lead when dropping off or collecting your child.

6. Opening Times

Breakfast club

The school gates (main entrance on Park Rd) will open at 7:20 am, and the club will accept children from 7:30 am until 8:45 am. Children requiring breakfast should arrive no later than 8:30 am to allow staff sufficient time to clear food and clean before the start of the school day.

Afterschool club

The club will operate on the school premises from 3:00 pm for Nursery children and from 3:25 pm for KS1 and KS2, with all sessions finishing at 6:00 pm. Nursery and KS1 children will be collected directly from their classrooms, while KS2 children will make their own way to the main hall.

7. Organisation

The Breakfast and After School Clubs are available to all pupils attending St Gregory's Catholic Primary School, from Nursery through to Year 6. The Breakfast Club can accommodate up to **40 children per day**, while the After School Club can accommodate **up to 40 children**. Staffing ratios are maintained at a minimum of one adult to every eight children under the age of eight.

Wraparound sessions take place in the School Hall or the KS1 classrooms; during favourable weather, activities will also be held on the Junior Playground. All child details, including medical information, parental contact details, and an additional emergency contact (name, address, and telephone number), are securely stored in the School Office. Parents are responsible for informing the office of any changes to this information.

Please note:

- *The clubs operate during term time only and do not run on INSET days.*
- *On the last day of each half term (Autumn 1, Spring 1 and Summer 1) the After School Club will be close at 4:30pm.*
- *On the last day of each full term (Autumn 2, Spring 2 and Summer 2) the After School Club will be closed and school will finish for all at 3:20pm.*

8. Staffing and Supervision

Children are always supervised. All members of staff are DBS checked. There is always a first aider and Designated Safeguarding Lead (DSL) available during both Before and After School Club.

9. Behaviour and Anti-Bullying

Staff act as role models and encourage considerate attitudes from all children. They praise the children and give positive encouragement wherever possible. Unacceptable behaviour is always responded to, in private, in an appropriate way, taking full account of the child's level of understanding. We do not tolerate bullying, intimidation or rudeness. Children are encouraged to resolve conflicts by discussion. However, they should always tell staff if they are hurt or upset. Parents are informed of serious concerns.

Persistent unacceptable behaviour -or serious one-off incidents of unacceptable behaviour- will lead to a meeting with SLT where the child's place may be withdrawn.

10. Health and Safety

The Club promotes the good health of both children and staff by ensuring the highest standards of premises, equipment maintenance and staff awareness in safety matters. There will always be a first aider available on site. The Club has a first aid box, which is kept out of the reach of children. It is the responsibility of a nominated, qualified first aider within the Club to maintain the contents of the first aid box. Parents are required to give written consent to Club staff to be able to authorise medical care being given by doctors in an emergency. This will only occur where waiting for parental consent is considered by the doctors to endanger the child's health and safety. This permission is given as a part of the parent's contract signed when a child first registers with the Club. Staff should be aware of any child's special health conditions. Club staff will administer prescription medicine only to children in accordance with school procedures if written instructions and consent are given by parents. Parents will also be expected to discuss the child's illness and needs with Club staff prior to any medication being administered. If a child becomes unwell whilst at the club, parents will be contacted to come and collect the child. All incidents and accidents will be recorded.

11. Healthy Eating Policy

It is our aim to foster and encourage an interest in healthy eating amongst the children by preparing and serve a daily healthy snack. A varied menu will be offered, ensuring high nutritional standards and low sugar and fat content. 'Treats' may be included from time to time. Children are encouraged but not forced to eat. Fresh drinking water and fruit is also readily available to the children. Parents should ensure staff are aware of any special dietary requirements. Staff preparing food have a current Food Hygiene Certificate.

12. Staff Protection

We believe that our staff have a right to work in a safe environment free from verbal or physical abuse. We work to create and promote good relationships between staff and children and parents. Verbal aggression or unreasonably demanding behaviour towards staff by parents is not acceptable and is likely to lead to withdrawal of a child's place. Threats of violence will always be reported to the police. All policies are available on the school website.

13. Use of Registers

It is the parents' responsibility to sign the register in front of a member of the Breakfast Club staff as they enter the school building making sure to log the exact time. When children are collected from Afterschool Club, a member of staff will ask you to sign your child out with the exact time.

The Wraparound Club Lead retains the registers, which are kept in the school office. In the event of an emergency requiring evacuation of the building, the register must be taken and all children accounted for to ensure their safety.

14. Arrival and Collection

Arrival

In the morning, parents may access the school exclusively through the Park Road main entrance. The automatic gate will open at 7:20 a.m., and Breakfast Club will commence at 7:30 a.m. Upon arrival at the main entrance door, please select 'Option 2' on the intercom. A member of staff will attend to the door, verify your child's name, and record it on the register. Please ensure that you remain on the premises until registration has been completed.

Children who are not listed on the register may be admitted subject to the availability of places. In such cases, please inform the attending staff member of the reason the booking could not be made in advance.

We kindly request that parents adhere strictly to the booked time slot. Children cannot be accepted before the scheduled booking time; doing so will incur a charge for the preceding session.

Collection

All children must be collected from the school, via the Park Road main entrance, no later than 6:00 p.m. Collections will usually take place either at the main entrance door (select option 2 on the intercom) or at the Junior Playground gate. The time of collection will be recorded in accordance with the individual collecting the child.

If a child is collected more than 10 minutes after the end of their booked session, the charge for the next time slot will be applied.

Parents must provide the names of all persons authorised to collect their child on the registration form. Only individuals listed on this form will be permitted to collect the child, unless prior arrangements have been made with the Club Manager in exceptional circumstances. It is the responsibility of the parent or guardian to promptly inform the Club Manager of any changes to authorised collectors.

The person collecting a child must approach a club worker so staff are aware of who is being collected and by whom, and so the child can be signed out appropriately.

If a parent/carer fails to collect their child, the Club Manager will call the emergency contacts provided. If club staff are unable to reach any emergency contacts, after 6:30 pm, they will contact the **ACCESS Service (Children's Social Care)** and/or the **West Midlands Police Communications Centre**.

If a parent/carer arrives in an **unfit state**, club staff will contact the **West Midlands Police Communications Centre** immediately. The safety of the children is always our priority.

15. Bookings

All bookings must be made through the **Arbor App**.

- **Breakfast Club** bookings close at **7:00am on the day**.
- **After School Club** bookings close at **2:25pm on the day**.

Please note that once a session is full, you will no longer be able to book your child, and we will not be able to accept any additional pupils.

16. Payments

All payments must be made through the **Arbor App** using bank transfer, card payment, or childcare vouchers. If your Arbor account balance is not in credit, you will not be able to book a session unless you are paying with childcare vouchers.

17. Voucher's Payments

First-time Childcare Voucher Payments

If you are paying with Childcare Vouchers for the first time, please inform us so we can set up your Arbor account correctly. We will need the following:

- An email confirming the type of payment you will be using
- A screenshot of your first voucher payment
- Your child's reference code

Please send these to gre_wraparound@emmausmac.com.

Student Grants

If you are paying via a student grant, please let us know well in advance. We will support you through the process.

Checking Your Arbor Balance

Parents are kindly asked to check their Arbor balance at least once every couple of weeks to ensure payments are up to date.

Important Payment Information

- There is always a delay of a few days between making a voucher payment and it is appearing on your Arbor account.
- We receive an updated bank statement from the main office every Tuesday during term time only. Once received, voucher payments are manually uploaded to Arbor.
- If you pay using Childcare Vouchers, you may still register your child for clubs even if your Arbor account does not yet show a positive balance.

18. End-of-Year Balances

We kindly ask all parents to make their final payment for the school year at least 10 days before the end of the summer term (approximately 7th July).

- Any positive balance remaining on your wraparound account will be carried forward to the next school year.
- If your child is in Year 6 and has a positive balance:
 - the remaining amount can be refunded to your bank account, or
 - transferred to a sibling's wraparound account if they will remain at the school.

Please contact us in advance to confirm your preference.

19. Breakfast club early drop off rules

If your child is dropped off more than 5 minutes earlier of the booked session you will be charged the previous time slot.

Please be aware that sessions not attended will still be charged, as staffing is arranged in advance.

20. After-school club late collection rules

If your child is collected **more than 10 minutes after the end of their booked session**, you will be charged the rate for the **next time slot**.

If your child is collected **after 6:00pm (official end of club)**, a charge of **£1.00 per minute per child** will be applied, you will be asked to sign a form with all the details. This additional charge will be added to your child's **Arbor Wraparound account**.

Regular late collection after 6.00 pm (defined as three occurrences) may result in your child's place being **withdrawn**.

Please be aware that sessions not attended will still be charged, as staffing is arranged in advance.

21. Reception to Year 6 Pricing

| Club | Session Name | Time | RY-Y6 |
|-----------------------------------|------------------|-----------------|--------|
| Breakfast Club | Early Session | 7:30am – 8:50am | £7.00 |
| | Standard Session | 8:00am – 8:50am | £5.00 |
| | Mini Session | 8:15am – 8:50am | £3.00 |
| After School Club | Full Session | 3:25pm – 6:00pm | £10.00 |
| | Extended Session | 3:25pm – 5:30pm | £9.00 |
| | Standard Session | 3:25pm – 5:00pm | £8.00 |
| | Short Session | 3:25pm – 4:30pm | £6.00 |
| | Mini Session | 3:25pm – 4:00pm | £5.00 |
| After School Activity Club | Top-Up Session | 4:30pm – 6:00pm | £5.50 |

22. Nursery Pricing

| Club | Session Name | Time | Pre-School |
|--------------------------|------------------|-----------------|------------|
| Breakfast Club | Early Session | 7:30am – 8:50am | £7.00 |
| | Standard Session | 8:00am – 8:50am | £5.00 |
| | Mini Session | 8:15am – 8:50am | £3.00 |
| After School Club | Full Session | 3:00pm – 6:00pm | £11.00 |
| | Extended Session | 3:00pm – 5:30pm | £10.00 |
| | Standard Session | 3:00pm – 5:00pm | £9.00 |
| | Short Session | 3:00pm – 4:30pm | £7.00 |
| | Mini Session | 3:00pm – 4:00pm | £6.00 |
| | Pre-Club Session | 3:00pm – 3:25pm | £2.00 |

23. Terms and Conditions

The decision of the Local Governing Body is final in all circumstance

Parent Agreement

I have read the above information relating to St. Gregory's Catholic Primary School Before and After School Clubs and agree to abide by the stated terms and requirements.

Signed _____

Print name _____

Parent /carer of _____ D.O.B. _____ Class

Parent /carer of _____ D.O.B. _____ Class

Parent /carer of _____ D.O.B. _____ Class

Date _____

Received by _____

Date: _____

on behalf of St. Gregory Catholic Primary School

**St. Gregory's Catholic Primary School
Before and After School Club
Child Information & Consent Form**

Child's Details

Name of Child (and any other name by which the child is known):

Date of Birth: _____

Gender: Male Female

Child's First Language: _____

Disabled: Yes No

Access Requirements (please specify):

Parent(s) / Carer Details

Name of Parent(s) / Carer:

Home Address:

Home Telephone Number: _____

Mobile Number: _____

Authorised Persons to Collect Child

| Name | Relationship to Child | Telephone / Mobile |
|------|-----------------------|--------------------|
| | | |

| Name | Relationship to Child | Telephone / Mobile |
|------|-----------------------|--------------------|
| | | |
| | | |
| | | |

Unique Collection Password

Other Emergency Contacts

| Name | Relationship to Child | Telephone / Mobile |
|------|-----------------------|--------------------|
| | | |
| | | |
| | | |

Dietary Requirements

Does your child have any special dietary needs (e.g. vegetarian)?

Yes No

If yes, please give details:

Medical Information

Does your child have any known medical conditions or allergies?

Yes No

If yes, please give details:

Child's Doctor – Name, Address & Telephone Number:

Consent

I consent to any emergency medical treatment necessary during the running of the club. I understand that every effort will be made to contact me. If there is a delay which would endanger my child's health and safety, I authorise club staff to sign any written consent required by hospital authorities.

Yes No

I consent to my child taking part in all normal club activities, including outdoor games.

Yes No

I consent to photographs being taken of my child for use within the school/club.

Yes No

I consent to photos/videos of my child being used on the school website, Twitter, and Facebook page, in line with the E-Safety Policy.

Yes No

Declaration

Signed (Parent/Carer):

Print Name(s):

Date: _____

Food Agreement (1/2)

Breakfast Club & After School Club

To ensure the health, safety and wellbeing of all children attending Breakfast Club and After School Club, we ask parents/carers and children to follow this Food Guidelines.

1. Provision of Food

- Breakfast Club and After School Club provide a selection of healthy snacks and drinks in line with school food standards.
- Fresh drinking water will always be available.
- Food provided will be appropriate to the time of day and the age of the children.

2. Allergies and Dietary Requirements

- Parents/carers must inform the club in writing of any food allergies, intolerances or special dietary requirements.
- It is the responsibility of parents/carers to keep the club updated with any changes.
- Staff will take reasonable steps to ensure children are not given food they are allergic to.

3. Food from Home

- Children should not bring food from home unless agreed in advance with the club.
- This helps to manage allergies and maintain consistent food standards.
- Sweets, fizzy drinks, chewing gum and nut-containing products are not permitted.

4. Healthy Eating

- Children are encouraged to try a variety of healthy foods.
- Staff will promote positive eating habits and good table manners.
- No child will be forced to eat, but gentle encouragement will be given.

5. Food Safety and Hygiene

- All food is prepared and served following appropriate food hygiene standards.
- Children are encouraged to wash their hands before eating.
- Food sharing between children is not permitted for safety reasons.

6. Behaviour at Snack and Mealtimes

- Children are expected to behave sensibly and respectfully during snack time.
- Any inappropriate behaviour may be managed in line with the club's behaviour policy.

7. Parental Agreement

By enrolling your child in Breakfast Club and/or After School Club, you agree to support and adhere to this Food Agreement.

Food Agreement (2/2)

I have read the above information relating to St. Gregory's Catholic Primary School Before and After School Clubs Food Guidelines and agree to abide by the stated terms and requirements.

Signed _____

Print name _____

Parent /carer of _____ D.O.B. _____ Class

Parent /carer of _____ D.O.B. _____ Class

Parent /carer of _____ D.O.B. _____ Class

Date _____

Received by _____

Date: _____

on behalf of St. Gregory Catholic Primary School