



ST GREGORY'S
CATHOLIC PRIMARY
SCHOOL

Before and After School Club Policy

Version:	1
Date created/updated:	July 2023
Ratified by:	
Date ratified:	
Date issued:	
Policy Review Date:	
Post Holder Responsible for Review:	



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 [POLICY NAME] has been approved and adopted by [SCHOOL NAME] on [DATE APPROVED] and will be reviewed in [REVIEW DATE].

Signed by the Chair of the Local Governing Body for [SCHOOL NAME]:

[INSERT LGB CHAIR NAME]

[INSERT ELECTRONIC SIGNATURE]

Signed by the Principal for [SCHOOL NAME]:

[INSERT PRINCIPAL NAME]

[INSERT ELECTRONIC SIGNATURE]



Rationale

The wraparound provision is organised by St Gregory's Catholic Primary School. Breakfast Club is an extended school activity designed to allow children to be in school from 7.30 am onwards, to have the opportunity to have a choice of food and drink for a healthy start to the day, and to join in activities on offer. From 3.25 pm until 6.00 pm, we provide Afterschool Club.

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.

Objectives

- To provide a welcoming, safe, secure environment for pupils before the beginning and at the end of the school day
- To enable pupils to eat breakfast before the start of the school day in a pleasant, relaxed environment
- To employ caring supervisory staff
- To provide a calm play environment for those pupils
- To provide an affordable service for working parents

Organisation

The Breakfast and Afterschool Clubs are open to pupils attending St Gregory's Catholic Primary School. Due to the number of staff available, if demand exceeds the number of places available, a waiting list will be maintained. The club will be open from 7.30 am until 8.50 am, but children should arrive no later than 8.30 if they require breakfast, to enable staff to clear food and clean before the start of the school day. Afterschool Club runs from 3.25 pm to 6.00 pm. For pricing purposes, each of these clubs are divided into sessions of varying duration (see below). Wraparound will not run on INSET days. Wraparound will be held in the School Hall; in fine weather, the session will take place on the Junior Playground. The child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in the School Office. It is the responsibility of the parents to ensure that the office is informed of contact changes.

Use of Registers

It is the parents' responsibility to ensure that children are registered with a member of the Breakfast Club staff as they enter the hall before leaving them. The Wraparound Manager retains the registers which are kept in the school office. At the end of Breakfast Club the supervisor tallies the numbers attending. In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present. As children are collected from Afterschool Club, a member of staff will mark them as having left on the register.

Staffing and Supervision

The children are adequately supervised at all times. Three members of staff are present at every session. All members of staff are DBS checked. At least one member of staff on duty holds a current first aid certificate.

Pricing

Breakfast Club

Long Session (7.30am – 8.50am): £7.00
Short Session (8.00am – 8.50am): £5.00
Mini Session (8.15am – 8.50am): £3.00

After School Club

Long Session (3.25- 6.00pm): £10
Mid-Session (3.25pm – 5.30pm): £9.00
Short Session (3.25pm – 4.30pm): £6.00
Mini Session (3.25pm – 4.00pm) : £5.00
After Activity Club top up session (4.30pm – 6.00pm) :£5.50

Fire Procedures

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's playground in a line. The club's register for the day will be called and all names will be checked.

Health and Safety

Wraparound is run by the school and the existing Health and Safety Policies will be followed. The hall area and outside area will be checked regularly by staff to ensure the safety of the children.

Safeguarding

In accordance with safeguarding arrangements, all staff involved in the running of the Breakfast and Afterschool Clubs will have current DBS clearance and have received the same safeguarding training as any other member of staff. These records are held in the school office. Wraparound staff will follow existing school policies and procedures for child protection and the code of conduct. Where ICT equipment is used, they must follow the schools policies and procedures.

