



## St Cuthbert's Catholic Primary School

### After School Club Policy

*"We are a Catholic community, living and learning in faith.  
Through the Gospel values of faith, hope, trust and love,  
we aim to recognise individuality and enable each other to fulfil our potential"*

**Responsible for policy**

**Head of School**

**Review date**

**May 2024**

#### **AIMS**

To provide high quality wraparound care on the school premises to reflect community demand and to meet the needs of parents and children wherever possible.

#### **POLICY STATEMENT**

For the purposes of compliance with legislation After School Club form part of St Cuthbert's Catholic Primary School and will follow all school's policies and procedures. The setting or organisation is St Cuthbert's Catholic Primary School.

After School Club is run and overseen by a team of trained wrap around care professionals who have all been fully DBS checked. The Headteacher will be referred to as required and will be contacted in school or by phone in the event of an emergency.

#### **REGISTRATION**

After School Club accept children aged 4 to 11 years who attend St Cuthbert's Catholic Primary School. After School Club operates daily from 3:20pm to 6pm during term time only (except INSET days).

All children must be registered with the club, by the named parent or carer, as per the school records, in order to attend. A registration form must be completed for each child. All records will be kept in line with the school's Data Protection Policy.

Copies of the booking and registration forms are available from the school office and the website.

#### **REGULAR BOOKINGS**

After School Club currently accepts up to 45 children each day.

- Regular bookings can be requested for any number/ combination of days, as required.
- A waiting list system operates when the demand exceeds our capacity and parents will be contacted once a place becomes available.
- Regular bookings are mainly taken on a first come first served basis. However, siblings of children already attending will have priority over new starters and the school reserves the right to take individual circumstances into account and use discretion to allocate places on the basis of need. In the event of a tie break in admission of siblings, greatest length of time on the waiting list will take priority.

- Once parents have a confirmed school place for their child for the following school year, they may request a place at After School Club and may be placed on the waiting list. Applications for places will not be accepted prior to a school place being offered and accepted.

Booking forms can be downloaded from the website and should be returned electronically via email to [wraparoundcare@stcuthberts.surrey.sch.uk](mailto:wraparoundcare@stcuthberts.surrey.sch.uk). Once booking forms have been returned and a child has been allocated a regular space, parents must pay half-termly in advance. Payment can be made via SCOPAY, and childcare vouchers can be accepted for schemes for which the school is registered. The school reserves the right to suspend a child's place at After School Club if payment is outstanding.

Refunds will not generally be issued unless, due to exceptional circumstances, the club is unable to run. Refunds will take the form of a credit for the next term's fees.

### **CANCELLATION OF REGULAR BOOKINGS**

Parents must give 10 working days' notice (term time only) via email for any cancellation. Parents will still be charged if a cancellation is not made within the 10 working day notice period. If a child's space is cancelled for more than two consecutive weeks then this will result in the child's space being cancelled permanently and offered to someone else. When 10 working days' notice of cancellation has been given via email, a refund will be issued in the form of a credit on account for the next term's fees. However refund/credit on account of childcare vouchers cannot be issued in the final week of the academic year for a leaver. Childcare vouchers can be transferred to a sibling's extended school club account in the form of a credit. Refunds will not be given in the case of absence due to illness.

For residential visits we shall assume that After School care will not be required while the children are away, however we will assume that spaces will be required on the first day back to school (if this falls on a usual day for your booking).

### **AD HOC BOOKINGS**

Ad hoc bookings (where the child does not have a regular booking, but parents require a one-off space on a specific day) should be made via email to [wraparoundcare@stcuthberts.surrey.sch.uk](mailto:wraparoundcare@stcuthberts.surrey.sch.uk) but are subject to places being available. A separate waiting list system operates for ad hoc bookings. Individual circumstances will be taken into account and priority spaces may be allocated according to need, otherwise a first come first served basis will apply. Sessions should be paid for in advance of the session booked. We have the right to refuse any family for non-payment of fees.

### **CANCELLATION OF AD HOC BOOKINGS**

Where an ad hoc space has been issued, parents must give notice of five working days (term time only) for any cancellation. Parents will still be charged if a cancellation is not made within the five day notice period. If a child's ad hoc space is taken up but then cancelled for more than two consecutive weeks then this will result in the child's name being returned to the bottom of the waiting list.

If an ad hoc space is offered with less than five working days' notice (term time only), parents will be required to pay for the session up-front, at the time of booking. Payments may be made via SCOPAY. Any cancellation made after this payment will not be refunded.

Refunds will not generally be issued unless, due to exceptional circumstances, the club is unable to run. Refunds will take the form of a credit on account for the next term's fees. However

refund/credit of childcare vouchers cannot not be issued in the final week of the academic year for a leaver. Childcare vouchers can be transferred to a sibling's extended school club account in the form of a credit. Refunds will not be given in the case of absence due to illness.

## **TERMS AND CONDITIONS OF BOOKING**

For full Terms and Conditions see Appendix A – After School Club.

## **PLAY**

After School Club is committed to providing quality play experiences for children aged 4 to 11 years. The club will endeavour to create a stimulating environment for children that will foster their independence and self-esteem whilst supporting the key components of '*Every Child Matters*'.

- Being healthy
  - Staying safe
  - Enjoying and achieving
  - Making a positive contribution
- 
- As playworkers, staff support and facilitate children's play by incorporating the Playwork Principles into the club's ethos.
  - Children will be involved in setting the club's rules and ensuring they follow the school's rewards and sanctions, as outlined in the school's Behaviour Policy.
  - Children's comments and suggestions will be listened to and responded to accordingly.
  - Questionnaires will be sent home periodically for both parents and children to review the facilities that the club offers.
  - The children have an element of choice from the resources available of what they would like to do at the club both indoors and outdoors.
  - The children are allowed to choose toys and equipment, but also have the responsibility to put away any equipment they get out.
  - We celebrate all cultures and diversities and incorporate this into our planning.
  - We value every child and their achievements.
  - A quiet area for homework will be provided for children who wish to use it.

## **ARRIVAL AT THE CLUB**

It is our policy to ensure all children feel welcomed and secure throughout their time at the club.

Parents or carers can collect children from After School Club any time from 3:20pm and within the time period that has been pre-booked. Access to collect your child/children from the club is via the main green gate. Parents/ Carers are asked to report to a member of the After School Club staff upon arrival, who will then release children accordingly.

## **LOST CHILD**

At After School Club a child's safety is maintained as the highest priority at all times. In the unlikely event of a child going missing the lost child procedure is followed.

## **Procedures**

- A lost child is defined as a child who has arrived and been registered at After School Club but has since gone missing.
- The club manager will immediately make contact with the school office to request assistance from a member of staff.

- All staff will keep in touch by using the portable walkie talkies used at After School Club.
- A member of staff will attempt to find out where the child was last seen and then carry out a thorough search of the premises.
- Another member of staff will retake the register to ascertain if any other children are missing and reassure all remaining children.
- If the child is found but unwilling to return to the setting a member of staff will remain with the child until the child's parents are contacted.
- If the child is still unaccounted for the school office and Senior Leadership Team will be informed and all available members of staff will help with the search.
- If the child isn't found the parents or carers will be contacted and alerted to the situation. With their agreement the police will be called and the child reported as missing.
- If parents do not agree to the police being informed they will be requested to attend the school premises immediately in order to help locate their child. If they cannot attend then the police will be informed as a matter of course.
- The search will continue until the child has been found or until advised by the police to stop.
- If the parents or carers can't be contacted the emergency number will be called. If they can't be contacted the police will be called immediately and the child will be reported as missing.
- The Headteacher (or other available SLT member) and Chair of Governors will be informed and will provide the point of contact for the parents/ carers, throughout the incident and immediately afterwards.
- The Chair of Governors will carry out a full investigation into the incident or nominate a panel of governors to carry out a full investigation.
- The club manager will write a full report into the incident detailing:
  - The date and time of the incident
  - What staff / children were at the club
  - When the child was last seen
  - What has taken place before and since the child went missing
  - The estimated time that the child went missing
- The club manager will also conduct a full risk assessment and report to staff the findings and any additional changes which are to be made.
- If the situation warrants a police investigation all staff must fully co-operate.
- The incident will be reported under RIDDOR arrangements (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).
- OFSTED will be informed of the incident in writing and the outcome of the report.
- The insurance company will be informed of the incident.

### **PROCEDURE IN THE EVENT THAT THE CLUB IS UNABLE TO OPERATE**

After School Club will endeavour to operate at all times by using a bank of school staff who may be able to cover staff absence at short notice.

However, in unforeseen circumstances it may be in the best interest of children's safety that the After School Club does not operate. If the school is not open due to exceptional circumstances then the After School Club will also be closed.

If After School Club cannot operate, as much notice as possible will be given to parents or carers to ensure adequate childcare arrangements can be made. In the event that After School Club cannot operate at short notice the club managers and Headteacher will instruct the school office to contact parents and advise them of the situation.

Fees will be credited if the club cannot operate (see above for full details).

## **FIRE SAFETY AND EMERGENCY EVACUATION**

St Cuthbert's School premises present a low risk of fire by ensuring the highest possible standard of fire precautions. Staff are aware of current legal requirements and the school's emergency evacuation plan.

### **Procedures**

- After School Club is part of St Cuthbert's Catholic Primary School and is therefore covered by the fire safety risk assessments and procedures.
- The assembly points for children attending After School Club will be at the back of the school field.

The club leader will gather children and the register and proceed to the assembly point. Staff members will be given fire marshal duties at the beginning of each session so that each staff member knows who is carrying out the following checks:

Sweeping the rooms to ensure all children and staff have evacuated  
Checking the toilets  
Picking up the contact details  
Taking out a first aid kit.

- On arrival at the assembly point the register will be taken by the After School Club Manager.
- If a member of After School Club staff discovers a fire, the call point should be activated. The club leader should nominate a member of staff to ring the school office to clarify the situation. If a real fire or they receive no response from the school the emergency services will be called to attend site.
- Children will not be allowed back into the building until the Fire Marshal (in the case of a drill) or appointed Fire Marshal on the day (if false alarm) or the fire brigade have deemed it safe.
- All fire drills will be timed and recorded in the Fire Risk Assessment folder by the Fire Marshal
- In the case of a fire drill, upon taking the register, where a child is not present at the assembly point, the club leader will use the walkie talkie to instruct the staff sweeping the rooms that a child is missing so that the child can be located.
- In the case of a real fire, the missing child will be reported to the appointed Fire Marshal on that day who in turn will report this to the emergency services for further instructions.

## **ACCIDENT AND INCIDENT RECORDING**

A trained First Aider will always be available on site at After School Club.

The following incidents will be recorded using the school standard forms.

- Minor accidents and treatment given by the After School Club staff.
- Head injuries and more serious accidents should be dealt with by the nominated first aider within the After School Club team.
- Forms for accidents which involve sending children for medical treatment should be completed by the After School Club team.
- Behavioural incidents between children and/or child and staff member, the SLT and class teacher will be informed.
- Damage to property – this must also be reported immediately to the school Facilities Manager and a member of the Senior Leadership Team

- Theft of personal or the setting's property
- An intruder gaining access to the premises
- Any attacks on members of staff or parents
- Any racial incident
- Death of a child
- A real or threatened terrorist attack
- Any child protection issues including but not limited to those already mentioned above

The following details will be recorded:

- The date and time of the incident
- Nature of the event
- Who was affected and what was done about it
- If it was reported to the police and if so a crime reference number
- Any follow up or insurance claim made
- Staff signature
- Parent or carer's signature

### **HEALTH AND SAFETY AND SECURITY**

After School Club will follow the school's health and safety and security procedures set out in the relevant policies, including the administration of medicines.

In addition:

- Staff at the After School Club will remain in communication using the walkie talkies when staff take groups of children outside.
- In the case of an emergency the school office/ Headteacher/ members of the Senior Leadership Team or available school staff will be called upon to attend immediately, unless already supervising children.
- Parents will be able to communicate with the school via the school office (until 3:30pm).

A list of all school policies can be found on our [website](#)



# St Cuthbert's Catholic Primary School

## Appendix A After School Club Terms and Conditions

*"We are a Catholic community, living and learning in faith.  
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### **1. OBLIGATIONS ON THE SCHOOL**

1. The school will inform parents/ carers as soon as possible whether your application for a place in After School Club has been successful.
2. A waiting list system operates when the demand exceeds our capacity. Where an application for a place cannot be fulfilled immediately, the school will place the child on the waiting list according to siblings/ need (see below; 1.3, 1.4)
3. Siblings of children already attending After School Club will have priority over new starters.
4. The school reserves the right to take individual circumstances into account and use discretion to allocate places on the basis of need.
5. Parents will be contacted once a place on the waiting list becomes available.
6. The school will provide the agreed childcare facilities for your child at the agreed times (subject to any day where the school is closed).
7. A trained first aider will be on site at the After School Club at all times.

### **OBLIGATIONS ON PARENTS/ CARERS**

#### **2. BOOKINGS**

- 2.1 Bookings must be made in advance via email to [wraparoundcare@stcuthberts.surrey.sch.uk](mailto:wraparoundcare@stcuthberts.surrey.sch.uk).
- 2.2 All children must be registered with the club in order to attend. A registration form (available from the school's website) must be completed for each child.
- 2.3 Parents may only apply for a place at After School Club for new starters once they have accepted and the school have confirmed the offer of a place at the school. Applications for places will not be accepted prior to a school place being offered and accepted.
- 2.4 Regular bookings can be requested for any number/ combination of days, as required.
- 2.5 Regular bookings are mainly taken on a first come first served basis.
- 2.6 Once a space is offered, parents/ carers have a month in which to take up the space, before it is offered to someone else. Individual circumstances may be taken into account and up to half a term may be allowed, but the space will be offered to another child on a temporary basis during that timeframe.
- 2.7 If parents/ carers wish to postpone a space for longer than half a term, the space will be offered to the next child on the waiting list and the original child will drop down a space on the waiting list.
- 2.8 Spaces must be accepted as they are offered per day and per club and cannot be held until additional days/ desired patterns become available. The only exception to this is in the case of siblings i.e. a space can be held for the first child on the waiting list until an additional

space becomes available (for the same session only) for a sibling who is also on the waiting list.

### **3. PAYMENT**

3.1 Fees must be paid in advance.

3.2 Fees may be paid via SCOPAY and registered childcare voucher schemes half termly in advance.

3.3 The school reserves the right to suspend a child's place at After School Club if payment is outstanding.

### **4. CANCELLATION**

4.1 Parents/ carers must give 10 working days' notice (term time only) via email for any cancellation.

4.2 Parents/ carers will still be charged if a cancellation is not made within the 10 working day notice period.

4.3 If a child's space is cancelled for more than two consecutive weeks then this will result in the child's space being cancelled permanently and offered to someone else.

### **5. REFUNDS**

5.1 If a cancellation is made within the 10 working day notice period then a refund will be issued in the form of a credit on account for the next term's fees.

5.2 Refund/credit on account of childcare vouchers cannot be issued in the final week of the academic year for a leaver. Childcare vouchers can be transferred to a sibling's extended school club account in the form of a credit on account.

### **6. AD HOC BOOKINGS**

6.1 Ad hoc bookings (where the child does not have a regular booking, but parents require a one-off space on a specific day) should be made via email to [wraparoundcare@stcuthberts.surrey.sch.uk](mailto:wraparoundcare@stcuthberts.surrey.sch.uk) but are subject to places being available.

6.2 Where there are multiple requests for an ad hoc space a waiting list system operates, but priority will be given to siblings and will take into account individual circumstances (see 1.3, 1.4).

6.3 Sessions should be paid for in advance of the session booked. The school reserves the right to refuse any family for non-payment of fees.

6.4 Where an ad hoc space has been issued, parents/ carers must give notice of five working days (term time only) for any cancellation.

6.5 Parents/ carers will still be charged if a cancellation is not made within the five day notice period.

6.6 If a child's ad hoc space is taken up but then cancelled for more than two consecutive weeks then this will result in the child's name being returned to the bottom of the waiting list.

6.7 If an ad hoc space is offered with less than five working days' notice (term time only), parents/ carers will be required to pay for the session up-front, at the time of booking.



Payments may be made via SCOPAY, or bank transfer. Any cancellation made after this payment will not be refunded.

6.8 Refunds will not generally be issued unless, due to exceptional circumstances, After School Club is unable to run. Refunds will take the form of a credit on account for the next term's fees.

## 7. ABSENCES

7.1 Where a child will be absent from school due to illness, parents must also let the office know that the child will not be attending After School Club.

7.2 Refunds will not be given in the case of absence due to illness.

## 8. COLLECTION

8.1 After School Club runs from 3:20pm to 6pm. Children should be collected from After School Club no later than 6pm or within the pre-booked hour. **Late collection will incur an additional charge. If you are late picking up your child, there will be a £5 penalty for every 10 minutes you are late picking up your child.**

## 9. GENERAL

9.1 After School Club reserve the right to exclude a child if he or she consistently misbehaves or if any of the Terms and Conditions are not adhered to. Prior to exclusion, any problems will be discussed with the parent or carer and a member of the Senior Leadership Team in order to attempt to resolve the difficulties amicably. After School Club follow all relevant school policies, including the Behaviour Policy.

9.2 Any accident or incident and resulting action will be recorded on an accident and incident form and will be communicated to parents/ carers by the After School Club team.

9.3 By completing and signing the booking form parents/ carers have given consent for a trained member of staff to administer first aid or to seek emergency medical advice or treatment for the child and on behalf of the parent/ carer in the event of an accident.

9.4 After School Club do not accept responsibility for the loss or damage of any personal belongings.

9.5 After School Club form part of St Cuthbert's Catholic Primary School and will be inspected as part of the school's Ofsted inspection. After School Club follow the school's Child Protection and Safeguarding Procedures as laid out in the respective school policies.



**St Cuthbert's Catholic Primary School**

**Declaration of Consent to the Terms and Conditions for  
St Cuthbert's After School Club**

*"We are a Catholic community, living and learning in faith.  
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I .....(Name), as parent/carer of

Child's name.....Class .....

Child's name.....Class .....

Child's name.....Class .....

confirm that I have read and will adhere to the Terms and Conditions relating to  
St Cuthbert's After School Club.

Signed.....

Date.....