



# Before and after school club policy

St Thomas CofE Primary School

<b>Approved by:</b>	Local Governing Body	<b>Date:</b> June 2026
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## Contents

1.	Aims	3
2.	Admissions	3
3.	General procedures	5
4.	Ratios	5
5.	Inclusion	6
6.	Review and Impact	6
7.	Links to other policies	6
Appendix		

### God's Love in Action

Our children are at the heart of everything we do through *Christian values and relationships*. *Living and learning together* we celebrate the uniqueness and diversity of everyone in our family. We nurture a sense of *self-belief, mutual respect and belonging* through Social Emotional Learning and academic excellence. We are dedicated to building the foundations for *happy and successful life-long learning*.



## 1. Aims

Our clubs exist to provide high quality out-of-school hours childcare for our families. It provides a range of stimulating and creative activities in a safe and loving environment, within our ethos of 'Through God's love in action.' The breakfast club and after school club are run by staff from the school or by external providers that are specialists in their field.

A copy of this policy is available for all parents and carers on the school website. A price-schedule is available from the school office and Arbor. The pricing is reviewed on an annual basis. All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

### **In all clubs, before and after school, we aim to:**

- Offer a wide range of clubs/activities that are inspiring, fun, and engaging.
- Enables children to experience activities that they may not otherwise encounter and acquire new skills.
- Help build confidence, well-being, and creativity.
- Encourages children to develop friendships and work together co-operatively, even with children in different age groups

## 2. Admissions

Only children attending St Thomas CofE Primary School are eligible to attend.

- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a paper copy of this policy, and this policy is available to view via our school website.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded using the Arbor printed register for each session.
- Parents who have completed the registration process but have not booked their child/children into a particular session may request a place subject to availability.
- In such circumstances, a written note will be added to the School Arbor printed register.

### **2.1 Before School "Breakfast" Club**

Parents/Carers are required to bring their child directly to the double doors at the side entry and sign them in with a member of staff. The before school club starts from 7:30 until 8:30. Food is provided by the school kitchen staff, and they can serve nutritious food to make sure our children get the perfect start to the day. Various games and activities are planned, set out and lead by the club leaders. Breakfast club is run by internal staff.

Children in Nursery, Reception (and some Year 1) are taken to their classroom between 08:30 and 08:40.

## 2.2 After School Clubs

All clubs are delivered by knowledgeable, qualified, and passionate leaders. They have an expertise in the activities that they lead and share a passion to inspire our pupils. Some clubs are sometimes run by internal staff, that generously offer their time after school. Other clubs can be run by paid internal staff that have expertise in their activities. The rest are from external providers that are specialists in their field. This can range from Capoeira, Football, Art, Math and plenty more. Clubs are continually reviewed and assessed by the Head of School.

Children will be led to their after-school club by a member of staff where they will be allocated a waiting area (in the dining hall) before their club leader starts the session.

Children's attendance is recorded by the after-school club leader using the School Arbor printed register. Where necessary the school office staff will communicate with the club leader about a child's reason for not attending.

Clubs have a sign up fee for each club, unless specified. This enables the school to cover a small proportion of costs for external companies, meaning the rest is heavily subsidised. We highly value the experience and opportunities clubs create for our children. Clubs run every week of the year except for the first weeks in September (to enable registration time), and the last week(s) of the academic year in July. Before the term starts, clubs will be advertised. Club allocations and registers will then be readied before the new term (except for September). Clubs can often change across the year based on levels of success, and/or the number of interest generated, and/or the quality of the delivery in clubs.

## 2.3 Departure from after school clubs

After school clubs run as soon as the school day ends at 3:15 and finish at 4:15.

When leaving after school club, a designated member of the office staff will wait with the club leader to dismiss children at the side entrance (double doors.) This member of staff will take a register of each child that has left using the School Arbor printed register.

The parent/carer or named collector must inform the member of staff that they are collecting and signing out a child. Parents/carers must ensure that any person who may collect their child is listed on the registration form via Arbor and that it is kept fully up to date. Parents must inform club staff if their child is going to be absent from club by phoning the school office.

## 3. General procedures

The headteacher is responsible for the Extended Schools programme and works closely with the office, finance, and leadership teams to carefully plan a balanced provision for all pupils to attend. They also manage the budget that it is spent wisely, in-line with school finance procedures and Sports Premium guidelines.

- **Behaviour** - Children are required to meet the standards expected of them. If fallen short, the school have the right to discuss alternative options with parents.
- **Absences** – If a child does not attend club for two consecutive weeks (without notice or unauthorised absence at school), contact is made to parents through the office team. The place then may be offered to the next child on the waiting list.
- **Cancellations** – In the unfortunate circumstances that a club is cancelled, messages or phone calls are conducted by the school office team at the earliest stage for parents to collect children. A member of staff is allocated to look after children after school if picked up late or club cancellations.
- **Supervision and Safety** – A member of school staff will ensure that all children leave the building safely as per the arrangements agreed with parents. Siblings of children attending clubs are to be collected as usual at the end of the normal school day. Neither the school nor the Club Leader is responsible for the supervision of siblings during the club session. A First Aider and a Designated Safeguarding Lead will always be on the school premises for the duration of club sessions. In case of fire, the children will be led on to the school playground, as per fire procedures, where the Club Leader will check the club register. Fire procedures are easily available in each area of school and staff are regularly required to remind themselves of these.
- **Key Documents** – School office staff and external providers are responsible for ensuring documentation is up to date. This includes DBS checks, insurance policies and qualifications.
- **Refunds for Withdrawal from Clubs** - If a child enrolls in a club but subsequently decides they no longer wish to continue, parents/carers may request a refund for any remaining sessions that have not yet taken place. Refunds will be calculated on a pro-rata basis for the unused weeks.

## 4. Ratios

The recommended ratio for out of school clubs are:

- 1:8 for children up to the age of eight.
- 1:10 for children over the age of eight.

Our afterschool clubs are eligible for year 1 to year 6 children only. Before school club (breakfast club) is eligible for all ages and additional members of staff are allocated to meet the ratio for those in early years.

## 5. Inclusion

Our clubs are fully inclusive, and all children are encouraged to participate in extra-curricular activities. If a child has special or medical needs information will be shared with the Club Leader and any necessary arrangements agreed.

We are committed to ensuring that all pupils, including those with Special Educational Needs and Disabilities (SEND), have access to before and after school clubs. Pupils with SEND are welcome to attend all clubs, and reasonable adjustments will be made to support their participation. Where necessary, individual risk assessments will be carried out to ensure that activities are safe, appropriate and fully inclusive.

If parents are concerned about any aspect of an after-school club, they should talk to the school office in the first instance.

## 6. Review and impact

The headteacher reviews all clubs that are on offer on a half-termly basis. It includes regular contact with external and internal club leaders, value for money and opportunities available for our children.

The report that is created is then sent to the Local Academy Board and feedback is regularly received and implemented.

## 7. Links to other policies

- Child protection policy
- School Behaviour policy