



St Gabriel's C of E Primary **School Club Policy**

Admission

The Breakfast club runs from 7.50am – 8.30am Monday to Friday, term time only. Breakfast Club will be held in the Dining Hall.

The After School Club runs from 3pm – 5.45pm Monday to Friday, term time only. After School Club will be held in Pine Class. It is the responsibility of the parent/carer to ensure that the clubs are informed of up to date details at all times.

Behaviour Protocol

The Clubs recognise the importance of positive and effective behaviour management strategies in promoting children's welfare and enjoyment. Whilst attending our clubs the children will be expected to behave in the same manner as during the rest of the school day, ie, in accordance with the schools Behaviour Policy.

- In addition, staff and children will work together to establish a clear set of "ground rules" Governing behaviour in in After School club. These rules will be periodically reviewed so that new children have a say in how the rules of the club operate.
- In the event of negative behaviour occurring, staff will explain to the child why their behaviour is unacceptable and the consequences of any further such incidents.
- Wherever possible, staff will also try and discuss concerns with parents at the earliest possible opportunity.
- Persistent unacceptable behaviour from a child may result in the parents being requested to withdraw their child from the club
- The Clubs will adhere to all school policies

Uncollected Children

Children need to be collected by the finishing time of 5.45pm. An addition charge of £5.00 will be added to your Parentpay account if you are late after this time. If a child is uncollected staff will use the contact names and numbers provided by the parent/carer. If a parent/carer is aware of a reason why collection may be delayed they can contact the school via email: admin.stgabriels@acexcellence.co.uk If all means of contact are exhausted and a child remains uncollected, in order to safeguard the child, we will contact our Designated Safeguarding Lead (DSL) for advice.

Parent/Carers who are persistently late collecting their child could result in their child laces being withdrawn from the club.

NB – Any children attending school who have not been picked up at the end of the normal school day will automatically be put into After School Club at 3.15pm. An automatic charge of £9.00 will be added to your Parentpay account if this happens.

We aim to ensure that we offer our services to all sections of our community, regardless of their socioeconomic background. A proportion of childcare costs can be claimed back as part of a family's working Tax Credits, Sodexo, Computershare and kiddiVouchers will also be accepted. We also offer reduced fees for families who receive free school meals.

Methods

In order to achieve this aim, The clubs operate the following policy:

- We plan to open our doors for all of term time for five days a week (except on planned Non Pupil days when the clubs will not run)
- Our Breakfast Club will begin at 7.45am and finishes at 8.30am
Please drop all children off at the Dining Hall
- Our After School Club will begin at 3pm and finishes at 5.45pm
Please collect all children from Pine Class via the KS1 Playground

Session Costs

Parent/Carers must book and pay for all club in advance via their Parentpay account.

Breakfast Club: £1.50 per session

After School Club: £9.00 per session - (the session costs £9.00 regardless of when your child is collected during these hours)

- Bookings are made in advance via Parentpay (at least 24hrs)
- We will except ad-hoc bookings made via the school office if we have spaces available
- We reserve the right to review and, if necessary revise, session costs on a termly basis
- If sufficient places have not been booked to maintain the financial viability of the setting, we reserve the right to close the clubs

Forms Completion

With completion of our registration form this will act as consent for your child/children to attend Breakfast and After School Clubs. If the form is not completed your child/children cannot attend the clubs.

If you require your child to attend any of these clubs please request an application form from the school office.

Absences

- We cannot refund sessions a child has missed unless you give us 24 hours notice
- When a session is booked it is held open for that child whether or not they attend

Cancellation of Sessions

- If you need to cancel a session 24 hours notice needs to be followed
- If you need to cancel on the day a session is booked, please contact the school office, however, cancellation on the day may incur the charge of the session

Staff Training

All staff have received First Aid, Safeguarding, Food Handling and Hygiene and Preventing Extremism and Radicalisation training.



St.Gabriel's C of E Primary School

Landhayes Road, Exeter, Devon EX4 2BY • Tel: 01392 255555 • Email: admin.stgabriels@acexcellence.co.uk

