

# HOLY FAMILY CATHOLIC PRIMARY SCHOOL



## Holy Family Clubhouse

### Breakfast and After School Club Policy

<b>This policy was adopted by the Full Governors:</b>	Date: September 2025  Review date: September 2026
<b>By name:</b>	Mr J Wilson      Chair of Governors Mrs H Rooney      Head Teacher
<b>Signature on behalf:</b>	Holy Family Catholic Primary School

## **Aims**

- To provide a safe, welcoming and stimulating environment for children before the beginning of the school day and after the school day is finished.
- To provide an affordable childcare facility for parents/carers.
- To continue to build positive links/relationships with families.
- To provide a calm play environment in which children can socially engage with children from other year groups, therefore strengthening relationships in the school community.

### **Breakfast Club: 7.30am-8.45am**

A healthy breakfast is offered from 7.30am till 8.20am. This may include a choice of cereals with milk, bread, toast with spreads, fresh & dried fruit and dilute juice.

### **After School Club: 3.20pm-5.30pm (5.00pm on Fridays)**

Snacks are offered to the children after school. These will include wraps, popcorn, fruit, rice cakes, crackers & crisps.

### **Location of the Club**

The club is located in the school hall. Children and their parents/carers should access through the main entrance. A member of staff will ensure that children are escorted to class at the beginning of the school day. All children will be escorted to After School Club by a member of staff at the end of the school day.

## **Activities**

The children's views on activities will be valued. We endeavour to make the most of our beautiful grounds whenever possible to extend our pupils' learning and life experiences. Each child is encouraged to make choices in their play activities in order to promote their learning, independence and self-esteem.

Clubhouse provides a mix of adult-led and child-initiated activities. The Club always follows play principles and for our youngest children, we recognise the four overarching principles of EYFS:

A Unique Child: Every child is constantly learning and can be resilient, capable, confident and self assured. We use positive encouragement and praise to motivate the children in our care.

Positive Relationships: Children learn to be strong and independent through positive relationships. We aim to develop caring, respectful, professional relationships with the children and their families.

Enabling Environments: Children learn and develop well in environments in which their experiences respond to their individual needs and where there is a strong partnership between practitioners and parents/carers.

We observe children in order to understand their current interests and development before planning appropriate play-based activities for them.

## **Staffing**

Staffing will follow the best practice ratio, which is 1:8 for children aged 3-7. There will always be a minimum of 2 staff on duty. Staff will be on site from 7.20am to set up ready to open at 7.30am for Breakfast Club.

In addition to the Clubhouse staff, the site manager will be in school from 7.00am until 5.30pm and a member of SLT will be on site from 8.00am.

### **Contingency Arrangements for Staff Absences and Emergencies**

There is an additional plan for staffing the clubs in the event of a member of staff being ill.

## **Fees**

Fees from September 2025 are £6.00 per session for the Breakfast Club and £10.00 per session for the After School Club per child.

## **Booking and Payment Procedures**

Please book via the booking system on your Arbor app. Bookings can be made up via Arbor right up until the time of the session taking place.

Please contact [hfclubhouse@holyfamilycronton.co.uk](mailto:hfclubhouse@holyfamilycronton.co.uk) for any issues regarding your booking.

Payment is made via Arbor or by using childcare vouchers. **Please ensure that your Arbor balance has sufficient funds before booking your place so that payment can be taken.**

As per our Charging & Remissions policy, all outstanding balances must be paid in full by the end of each half term.

If you have any issues regarding your payment, please speak to the school office.

## **Cancellations**

24 hours notice must be given for cancelling a session. To cancel a Clubhouse session for your child please email [hfclubhouse@holyfamilycronton.co.uk](mailto:hfclubhouse@holyfamilycronton.co.uk).

If your child is unable to attend due to sickness you will not be charged.

## **Late Collection**

We hope parents will make every effort to let school know if there are extenuating circumstances for late collection from After School Club. A member of the Clubhouse team can be contacted on **07874 062173** if you need to advise them of a late pick up. Repeated late collection after 5.30pm (5.00pm on Fridays) may result in an additional fee.

## **Difficulty with Payments**

The school will work with parents to ensure all avenues for assistance with payments are explored. Parents may face financial difficulties and, understandably, we would like to ensure as little disruption to their child's care as possible. Parents and carers experiencing such difficulties, should contact the school office as early as possible to reach a suitable arrangement for both parties.

In the event of repeated non-payment you will be unable to book your child in Clubhouse for the following month until the outstanding debt has been cleared.

## **Debt Collection**

The Governing Body has a duty to ensure the school receives all the funds to which it is entitled including Breakfast and After School Club Fees.

A full record will be kept of debts owed to the school for 7 years. This will include all letters requesting money, reminders and invoices.

## **Roles and Responsibilities Regarding Debt Collection/ Non-payment procedures:**

The Governing Body has a duty to ensure the school receives all the funds to which it is entitled including Club & Nursery fees.

A full record will be kept of debts owed to the school for 7 years. This will include all letters requesting money, reminders and invoices.

Should an account fall into arrears following non-payment of Clubs or Nursery fees, school may withdraw your child from unfunded services. The following steps will then be taken to reconcile this:

1. Notification from Office Administrator of current account balance, including invitation to make school aware of any payment issues;
2. Reminder of outstanding payments sent from the School Business Manager;
3. Referral to Headteacher outlining all outstanding payments and the duration they have not been paid;
4. If no payment is made following all of the above steps, the parent will be called for a meeting with the Headteacher and Chair of Governors to discuss next steps.

### **Use of Registers**

Children will be registered as they are admitted into the club by one of the staff on duty. They will be signed out at After School Club by one of the staff on duty and seen to the door.

### **Medicines**

- Medicines can be administered by staff at Breakfast or After School club if the relevant form giving permission for the school to administer it has been completed. Please note that the medicine policy within school applies to the clubs, and only prescribed medicines can be administered.
- Children using inhalers will have access to their inhaler in class if required. When taken, staff will observe that the medication has been taken correctly and dosage/time recorded.

### **Cooking and Serving Facilities**

- The school kitchen will be used for preparation and serving food.
- All our staff hold certificates in Food Hygiene and will ensure that the kitchen and serving facilities are left tidy.

### **Menus**

- Menus will be balanced and will be reviewed regularly.
- Menus will be displayed on our school website.
- Allergy information will be updated regularly.

### **Resources**

All electrical equipment will be PAT tested before use, where required.

### **Behaviour**

HF Clubhouse will follow the existing Behaviour and Anti-Bullying Policy as followed by school.

### **Communication with Parents/Carers**

- Staff will have verbal communication with parents/carers where necessary.
- Parents may make appointments with a member of the Senior Management team or Clubhouse Manager if they wish to discuss matters/issues pertaining to the Club.

### **Safeguarding**

- All staff involved in the running of our Breakfast and After School Clubs will have current DBS clearance. These records are held in the school office and are available in the club. DBS clearance is regularly reviewed and staff trained in safeguarding.
- Club staff will follow existing school policies and procedures for safeguarding and also adhere to the School Code of Conduct.

- Where ICT equipment is used, children will also follow the schools E-Safety policy and procedures.

### **Fire Procedure**

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly manner via the exit.
- They will congregate on the main school playground.
- The Clubhouse register will be taken outside and all names checked.
- There will be a fire practice once per term and paperwork logged in the main school office.

### **Risk Assessment**

Risk assessments are stored internally as part of the school Health and Safety procedures.

### **Confidentiality of Documents**

Confidential documents are kept in the school office in a locked filing cabinet.

### **Cancellation**

The only possible cause for cancellation would be school closure due to adverse weather conditions or problems with the building e.g. no heating or water supplies. Payment for the cancelled session will be carried forward onto the following month. Refunds will not be given.

### **In the event of closure:**

Parents will be contacted as soon as possible using ParentApps. Please ensure that your contact details are up to date at all times.

### **Complaints**

All complaints notified in writing by a parent/carer regarding Clubhouse will be investigated by a member of the Senior Leadership Team and a record kept of the outcomes.

### **Breakfast & After School Club Staff**

Miss Kenworthy (HLTA) Manager)	Miss Evans (TA Level 3)
Mr Turpin (TA Level 2)	Miss Brookes (TA Level 2)
Mrs Coughlin (Support Staff)	Miss Dickinson (TA Level 2)
Miss Johnson (TA Level 2)	Mrs Cain (TA Level 2)
Mrs Christian (TA Level 2)	Mrs Hannah (TA Level 2)

**All staff hold a current First Aid and Food Hygiene qualification.**

### **Funds**

The club aims to keep costs affordable to parents whilst being sustainable to Holy Family. If there should be a small profit made at any time, it will be used to enhance and replenish resources for all children within the Holy Family Catholic Primary School Community.

### **Policies and Procedures**

The club is run by Holy Family Catholic Primary School & Nursery and therefore follows policies and procedures adopted by school. Copies are available from the school office and on our school website.