

Before and After School Clubs Policy

Renewed: Autumn 2025

Next review: Autumn 2026

Purpose

Our Before and After School Clubs provide high-quality, affordable childcare for St Peter's pupils in a safe, nurturing environment that reflects our school ethos of the Good Samaritan.

Club Overview

We offer flexible wraparound care during term time (excluding INSET days and bank holidays):

Session	Times	Notes
Breakfast Club	7:30–8:45am	Breakfast served before 8:20am
Pre-school “Inbetweeners”	3:00–3:30pm	For preschool children only
Club activity after school	Please check termly schedule https://st-peters-school.org.uk/parents/clubs/	
Stay & Play	3:30–4:30pm	Range of activities
Stay, Play & Tea	3:30–6:00pm	Includes a light snack tea

Admissions

- Open to pupils attending St Peter's C of E Primary School only.
 - Places are booked via *SchoolComms* (School Gateway).
 - Attendance is recorded daily for safeguarding purposes.
 - We have a capacity of 50 places.
 - **Parents/carers must sign this policy before their child attends, to confirm they have read it and agree to follow its terms.**
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Daily Routines

Morning:

Children are signed in by parents at the main entrance foyer. Breakfast is available until 8:20am. Nursery and Reception pupils are taken to class; older pupils go independently at 8:45am.

Afternoon:

Children are brought to the club by staff. Activities are indoors or outdoors depending on the weather.

Children staying until 6pm receive a light tea (e.g. toasties, beans on toast).

Collection:

- Children must be signed out by an authorised adult.
 - Parents must ensure contact and collector details are always up to date.
 - Late collection will incur a fee of **£5**.
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Fees and Payment

- Fees must be paid **in advance** via *SchoolComms* and accounts kept in credit.
- We accept childcare vouchers.
- **Cancellations:** Changes or cancellations must be made **1 week in advance**; otherwise, sessions are non-refundable.
- No refunds for illness for absence as staffing costs remain the same.

Current cost schedule

(valid as of October 2025 - please check the website for up to date pricing
<https://st-peters-school.org.uk/parents/before-and-after-school-club/> .)

- £6 per child for breakfast club.
 - £3 per child for Nursery after school
 - £5 for club activities (e.g. netball, chess)
 - £5 (stay and play) or £12 (stay, play and tea) per child
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Behaviour, Health and Safety

- All school policies apply, including Behaviour, Safeguarding, Health & Safety, and First Aid.
 - We try to minimise time spent on screens (for home learning or a one-off 'treat' only).
 - If a child becomes unwell, parents will be contacted immediately.
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Missing or Uncollected Children

- Any missing child will be reported immediately to senior staff; searches will be carried out and, if necessary, the police will be informed.

- If a child is not collected by 6pm, parents and emergency contacts will be called. After 20 minutes, police or social services will be contacted.
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Communication

Parents can contact club staff via the school office during the day (admin@sps1.org.uk 01395 443167) or directly during club hours:

 **07845 770046** or **07835 943950**

Parent Agreement

Parents agree to:

- Keep contact, medical and dietary information updated with the school office.
- Adhere to booking, payment and cancellation procedures.
- Notify the club if their child will not attend.

Sign:

Print Name:

Date: