



St George's Catholic Voluntary Academy

Afterschool Club Policy

Issue No 4

October 2025

Rationale

The after-school care club is organised by St George's Catholic Voluntary Academy. It is an extended school activity designed to allow for after care from 3:15pm till 5pm. The club offers the chance for pupils to take part in many fun activities as well as snack time (although this is only after 4.15pm). They are also encouraged to be independent at these times and to make decisions for themselves and to participate in informal activities with each other developing social and interactive skills.

Objectives

- To provide a welcoming, safe, secure environment for pupils at the end of the school day.
- To provide a calm play environment for those pupils.
- To provide an affordable service for working parents.

Organisation

The after school care club is open to all pupils attending St George's. It is open from 3:15pm till 5pm. The child's details, medical conditions, the parent's contact number are kept in the School Office. It is the responsibility of the parents to ensure that the office is informed of contact changes.

Use of registers

The after school club registers, which are generated by the school office, are completed at the start of every session. Children are then checked off again as they are collected

In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

Staffing and supervision

The children are adequately supervised at all times. We have a cap of 30 pupils for after school club with 3 staff on duty. All members of staff are DBS checked. At least one member of staff on duty holds a current first aid certificate. All hold basic food hygiene certificates. It is the responsibility of the parent to ensure that the children are handed over safely to the staff. It is also the responsibility of the parent to ensure that the children are collected on time. A fee will apply to late collection.

All children must be booked into the club on the previous Friday for the following week. Responsibility for the children is only taken if the children are correctly booked in and handed over to the staff by a parent or carer.

Food and Activities

Children who are in the club after 4.15pm will be offered a range of snacks. Activities will include craft activities, games, toys and children's television. All resources necessary for the club will be purchased through the school budget designated for such purchases.

Behaviour Policy

Our Behaviour Policy is in line with the Schools Behaviour Policy. Our behaviour policy is based on a whole school approach to positive reinforcement and modelling of good behaviour.

Children are expected to show an excellent standard of respect and behaviour at all times. If there are concerns with behaviour then parents will be contacted. Ultimately exclusion from afterschool club will be the final sanction from such provision when all possible strategies have failed.

Pricing policy

The After school care club daily fee is £3.00 for collection up to 4.15pm and £7.00 for collection past 4.15pm

This fee is to cover the cost of:

- Staffing
- Food (past 4.15pm)

➤ Equipment and day to day running of costs

It may be necessary to change fees from time to time; however parents/carers will always be given at least one week's notice. Refunds are not given in the case of absence.

Booking and Fines

All bookings need to be booked and paid for online via Arbor. Please note that all bookings for After School Club must be made no less than 24 hours prior to the start time of the after school club.

Should you fall into arrears for after school club bookings, your ability to book will be suspended until you are no longer in arrears. Please come and talk to us if you are having any issues in terms of repayment.

Please note that late pick-up for either the 4.15 or 5pm pickup will result in a charge of £7 for every 15 minutes of lateness (or part thereof) unless prior agreements are in place.

Fire Procedure

Children should exit class 2 and assemble on the field. All registers should be taken and the children checked.

First Aid

If first aid is administered, the treatment given is recorded on an incident slip. A note and/or telephone call will be made to inform parents of what treatment the child has received.

Medication

All children keep their own inhaler.

Risk Assessment

A risk assessment has been carried out for the afterschool club.

This policy will be reviewed by the governing body as and when it is deemed necessary

with changing circumstances and the extended numbers to the school.

Review: October 2026