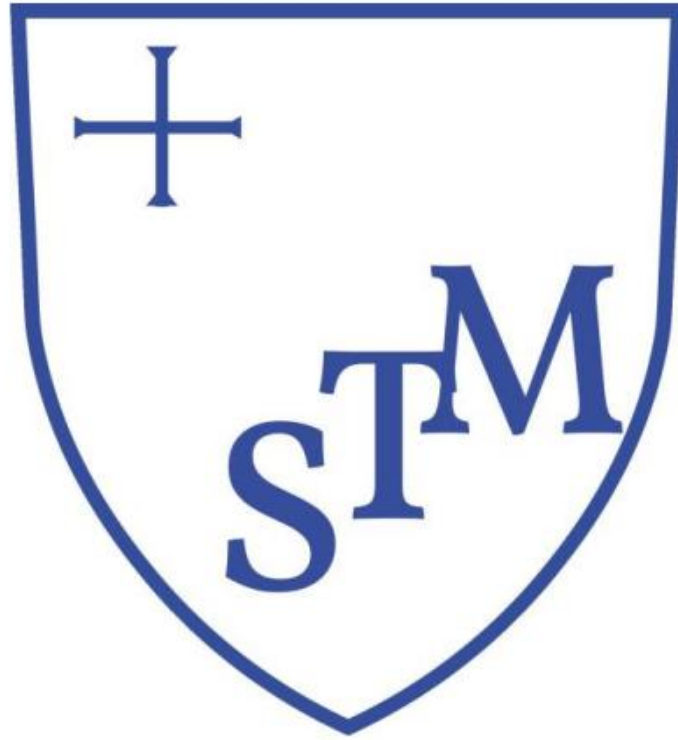


St Martin's C of E Primary School



Extended Services and After School Club Policy

September 2026

Wrap around breakfast and after school childcare provision

4Community Trust operates our Before and After school club provision and is made available to children aged 3 to 11. Places can be booked by contacting 4Community Trust direct on 0121 752 5969 and fees are paid direct to 4Community Trust.

Fees

Breakfast Club Nursery	7.30 am to 8:15am	£6.30 per session
Breakfast Club (R-Y6)	7:30am to 8:15am	£3.50 PER SESSION
Free Breakfast Club	8:15am to 8:45am	free (R-Y6)
Afterschool Club	Afterschool to 4.15 pm (no meal)	£6.00 per session
Afterschool Club	Afterschool to 6.00 pm (meal included)	£12.00 per session

4Community Trust do accept childcare vouchers and details of accepted schemes can be obtained by contacting them direct.

As an external provider, 4Community Trust operate their own policies and procedures, parents who utilise their services are provided with access to these. St Martin's have been provided with recruitment assurances and copies of staff DBS clearances.

Staff are first aid and safeguarding trained, 4Community Trust have their own DSL and reporting procedures, however any safeguarding concerns are shared with a school DSL

The Headteacher and Business Manager at St Martin's work closely with 4Community Trust to ensure a safe and enjoyable experience for the children and value for money.

School led after-school clubs

Rationale

At the heart of our vision for St Martin's CE Primary School is our commitment to providing the very best for all children to enjoy and achieve. This includes having the widest possible range of opportunities both within and beyond the curriculum.

We offer extra-curricular opportunities through various types of provision delivered by school staff and external providers, all with a view to increasing the range of experiences that children have, enabling them to make informed choices for adult life. Activities are designed to be fun and cater for a wide variety of interests.

Who Delivers Our Clubs?

After school clubs at St Martin's are led by school staff who have a passion for or an expertise in an area. They are very generously giving up their time after school.

Other clubs are led by a range of trusted partners.

Clubs Offered, Allocation and Booking

Clubs are offered for a half term period and run from 3:25pm to 4:30pm, we work closely with the children to find out which clubs they would like to see offered and we try hard to meet their interests. An initial letter is sent out to parents during the half term before the clubs start, listing what is available, to which year groups, who is leading it and any costs involved.

After school clubs will be provided free of charge, except if costs are incurred for resources and staff time. All costs are listed on the initial interest letter, along with the reason for the charge.

Parents are asked to select clubs that their child would like to attend and to rank them 1-3 to assist with allocation. Clubs are allocated fairly, based on parental requests. When allocating places, we consider previous access to clubs, ensuring that all children can attend at least one club per year. Once allocated, parents are asked to consent to the place and to pay any fees (if applicable).

When all the places have been allocated, the school will keep a waiting list and offer any places that become available to children on the waiting list.

General Procedures

The staff to pupil ratio for extracurricular clubs and activities will be a maximum of 1:20 and will depend upon the activity. For example, sports clubs for younger children will have a ratio of 1:16.

Pupils attending the club/activity will be registered at the beginning and will be dismissed by a member of staff at the end of the session to ensure that nobody is missing.

Whilst clubs and activities are being conducted, the designated member of staff leading the extracurricular club will be responsible for the safety and welfare of all pupils.

Appropriately trained members of staff will support the activities provided where SEND provision is needed.

Extracurricular clubs will not discriminate against pupils with SEND.

Dismissing Children from an After-School Club

The school will have the following procedures in place for when children leave an extra-curricular club.

- As part of the school's routine data collection, parents and carers are asked to complete an authorised person information collection form, which outlines:
 - The names and contact numbers of any individuals authorised to collect their children from the club on their behalf.
 - A password for each authorised individual.
- If someone other than the person registered is collecting the child, staff must be notified by the registered person half an hour in advance. The registered person must also provide a description of the individual and confirm the password.
- If the registered person is running late, staff must be notified before the end of the collection period by the registered person. If no notification is received, the club will follow the procedures outlined in section 9 of this policy.

Year 6 Children can leave the premises unaccompanied if the parent/carers has completed the **Walk Home Alone following After school Clubs form** and received the authorised response from the Headteacher.

Children not in Year 6 are not permitted to leave the premises unaccompanied.

Involving Parents

The school aims to achieve effective communication with parents; therefore, it will have the following protocols in place to ensure effective information sharing:

- All members of staff will take note of information from parents that could affect the happiness and wellbeing of their child.
- Parents and carers will be welcomed at the collection point to exchange information and provide updates on their child's wellbeing.
- The school welcomes any feedback from parents and carers to improve services.

Uncollected Children

Staff members will do their best to ensure effective communication between clubs and parents. If a parent is up to 15 minutes late, the following procedures will be followed:

- The parent will be reminded that they must notify a member of staff if they are running late
- The parent will be warned that repeated late arrival will result in the child not being able to attend the club.

If the parent is over 15 minutes late, the following procedure will be followed:

- A member of staff will attempt to contact the parent using the details provided the data collection form.
- If contact is not made, a message will be left. The member of staff will then attempt to reach the emergency contacts listed on the registration form
- For the duration of the wait, the child will be supervised by a member of staff

If the parent is more than 60 minutes late, the following procedures will be followed:

- If a member of staff has not reached the parent or an emergency contact, they will contact the local social care team for advice.
- The child will remain on the premises with a member of staff, or is placed with the local social care team
- If the child has left the premises with the local social care team, a note will be left on the door to the school informing the parent of the child's location. A contact number and address will be displayed.

Health and safety

All members of staff offering after school clubs will be made aware of their responsibilities and duties in regards to the Health and Safety Policy. External providers are given key information regarding:

- Procedures in case of a fire
- Behaviour expectations
- First aid procedures

Safeguarding

All members of staff and external providers are subject to enhanced safeguarding checks, these are recorded the school's SCR. External providers are expected to wear their official ID and to sign in via

the office on arrival. Any changes in staff are approved before the start of the after-school club and assurances and DBS information is sent in advance to the school office.

The school will ensure that all members of staff providing an after-school club have read and adhere to the Child Protection and Safeguarding Policy.

Any safeguarding matters will be raised with the DSL or deputy DSL as soon as possible. A DSL will always be on site during an after-school club session.

Where the school receives an allegation regarding an external provider that has utilised the school premises, the school will follow the usual safeguarding procedures set out in the Child Protection and Safeguarding Policy.

Illness and injury

In the event of illness or injury, the school will act in accordance with the Health and Safety Policy and the First Aid Policy.

There will be a first aid trained member of staff on the premises throughout and after school club, which can be called upon if a child is injured or becomes ill. In cases of minor illness or injury, the following procedures will be adhered to:

- If a child becomes ill, the parents will be contacted and asked to collect their child
- If a child is complaining of illness, but the member of staff does not believe it is serious, they will monitor the child until the end of the session
- If a child suffers a minor injury, first aid will be administered and the child will be closely monitored for the rest of the session

If a child suffers a major injury or becomes seriously ill, the following procedures will be implemented:

- If a child needs to go to the hospital, an ambulance will be called
- The parents of the child will be notified immediately
- Following the incident, members of staff will conduct a review of the incident to prevent any such incident from occurring in the future

Medication

Medication will not be given during an after school club, with exception of emergency medication, such as inhalers and EpiPens if required, which will be available at all times if required. A member of staff with first aid training will be on site during after school club sessions.

Behaviour and Anti Bullying

Pupils of St Martin's are expected to adhere to the school's existing Relationship and Behaviour Policy; any disciplinary issues will be reported to the parents of the child. Repeated breaches of the policy may result in the child not being able to attend the club, this will be discussed with parents.

Where applicable, any outstanding fees paid by the parent will be returned if a child is not allowed to attend the club.

St Martin's has a strict Anti-bullying Policy which will be implemented at all times, including during after school provision.

EYFS

Reception-aged children will be unable to participate in the school's extracurricular clubs and activities until the Spring term 1.

Emergency evacuation/closure

In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, the clubs will be closed.

In the case of an emergency, the following procedures will be followed:

- Emergency services will be contacted
- All children will be evacuated from the building and taken to the designated emergency assembly point – currently, this is the playground or Q3 Academy depending on the emergency type.
- A member of staff will check the register and check that all the children are at the emergency assembly point
- If a child is missing from the emergency assembly point, the emergency services will be informed immediately
- Parents will be contacted asked to collect their children
- All children remain at the emergency assembly point until they are collected by their parent

If a child has not been collected after undergoing the emergency procedure, members of staff will follow the uncollected child procedure.

Monitoring and review

This policy will be reviewed annually by the headteacher.

The scheduled review date for this policy is 01 September 2027