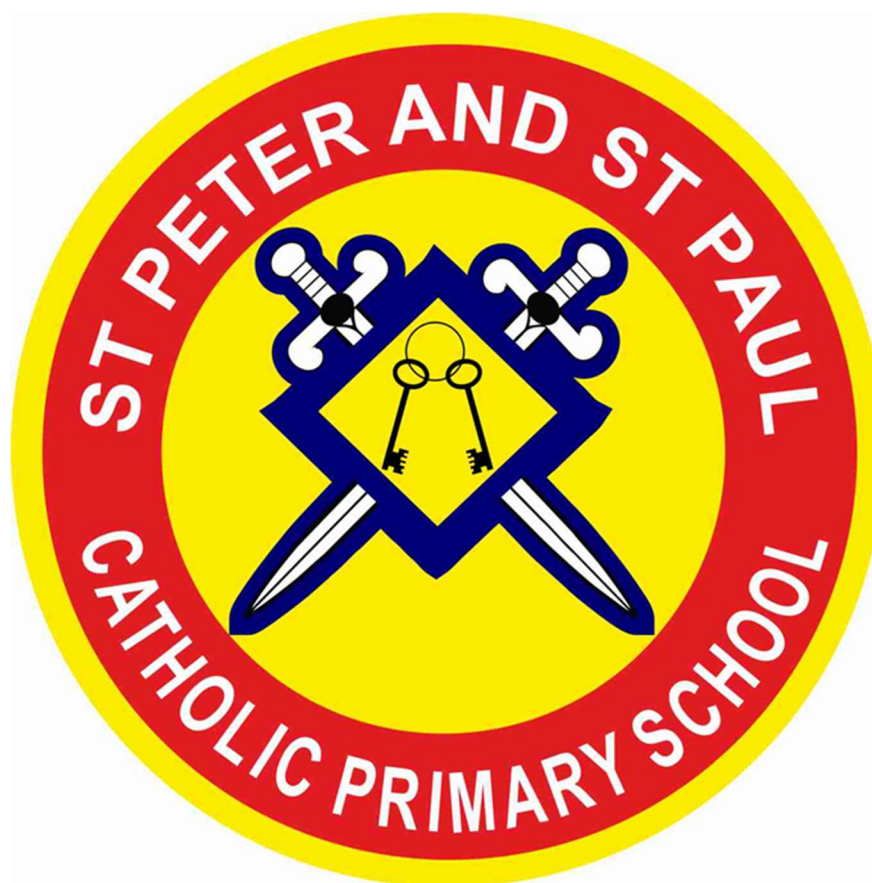


St Peter and St Paul Catholic Primary School



Afterschool & Breakfast Club Policy

Date Adopted	1 st September 2026
Signed	<i>J McNamee</i>
Next Review	Autumn term 2028

St Peter and St Paul Catholic Primary School

Mission Statement

***'With Christ as our guide,
we Love, Aspire and Serve'.***

Mission Aim 1 (Christ Centered Aim):

Together in Christ's family, we are loving, forgiving and compassionate to everyone.

Mission Aim 2 (Community Centered Aim):

Together, we are welcoming and inclusive - showing respect to all.

Mission Aim 3 (Education Centered Aim):

Together, we are ambitious and determined learners, providing an environment where everyone can flourish.

Aims

Through our After School & Breakfast Club we intend to:

- Provide opportunities for fun, enjoyment and learning through a range of activities.
- Encourage children to develop friendships between age groups and work together cooperatively.

Hours (effective from 14.09.2026)

- Breakfast Club runs during term time Mon-Fri, starting at 7:30am and closing at 8:45am.
- After School Club runs during term time Mon-Fri, starting at 3:15pm and closing at 5:30pm.
- All spaces are subject to availability based on ratios.
- Places are allocated on a first come first served basis.
- Children must arrive by 8:30am for Breakfast Club.
- Children can be collected from Afterschool Club at any time during the club hours.
- The club is open to all children from Reception (once full time) to Year 6.
- Reception & KS1 children will be escorted to the club at the end of the school day.
- KS2 children will make their own way to the club at the end of the school day, unless there is a need for an adult to accompany them.

Conditions of Booking - Booking procedures

- Sessions are booked and paid for via the School Money system.
- Sessions are available for booking up to a half term in advance.
- **Breakfast Club is charged at £5.00 per session**
- After School Club has two cost tiers, based on the time the child is collected:
£7.00 where the child is collected by 5:00pm, and
£9.00 where the child is collected by 5:30pm
- If you book a session and your child does not attend, you are not charged. Money paid is credited back to your SchoolMoney account.
- If you book until 5:30pm, paying the higher rate, but collect at 4:45pm, you are charged the earlier rate and the difference is credited back to your account.
- Likewise, if you pay for a collection prior to 5:00pm but collect after that time, you will be charged the higher rate.
- Credit on your account can be used for future sessions or refunded on request at any time.

Conditions of Booking - Payment of fees

- Sessions are paid for at the time of booking through SchoolMoney.
- **The school does not operate a credit facility.**
- Bookings close at midnight each day, for the following day.
- If you find you need a place after booking has closed, please call the school office to arrange this. Please do not email or leave a voice message as we cannot guarantee that this will be picked up in time.
- Where a session does need to be booked by calling school, we will ask for payment to be made before we apply the booking.
- SchoolMoney does allow parents to top up credit for clubs, you will see this in your account when you login. If your working pattern or family circumstances mean you often need to book at short notice, this facility may be useful for you.
- In limited, emergency situations, we can apply a booking without payment on the account, in these cases, a message will be sent the morning following the booking and payment should be made by the end of the day following the session.

- In the unlikely event that there is debt against the school, bookings will not be allowed until all fees have been paid.
- Future bookings will be reinstated once all outstanding debts have been cleared, in agreement with a member of the leadership team and subject to availability.

Advance credit requirement

After School and Breakfast Club are paid services which the school chooses to offer. Where the conditions of booking have not been met, the school may require credit to be held on the account before any further short-notice booking is accepted.

This applies where either of the following has occurred:

- Payment for an emergency session was not received by the end of the following day,
- overdue payment letters have been issued at any point;
- more than two emergency bookings have been made in a half term, regardless of whether they were paid on time.

We understand that these situations arise, but where it becomes a pattern we ask that credit is held on the account as chasing non-payment incurs large costs to school.

Office staff will check the account before agreeing a short-notice booking. Where the advance credit requirement applies, parents/carers will be notified in writing at the time.

Children attending without a booking

Where a child attends After School Club without a booking, and no emergency has been notified to school, staff will telephone the parent/carer for instruction and request payment if a place is required. Where no contact can be made, school will follow the Uncollected Child Procedure. In either case the child will be supervised, and the charge for the session will be applied to the account.

Absence/change of session

- If a child has not attended but has been paid for, the update of attendance will apply a credit to the account. This can be used for a future session or a refund can be requested at any time.
- School staff will update the booking system to reflect those children who attended.
- In the case of After School Club, the correct session accessed will also be altered if necessary. This may generate a credit or a charge depending on which session was accessed compared to which one was booked and paid for.
- If an emergency session has been booked or given, school staff will update the system and this will generate a charge for the session.
- Parents/carers will be sent a message to prompt for payment.

Childcare Vouchers

- Where payment is made by Childcare Voucher transfer to the School Bank Account, payments must be in advance and put your account into credit. If your payments do not clear your balance or provide for your future bookings, school will contact you to ask that you arrange an additional payment.

Venue

- After School & Breakfast Club are based on the school site and enjoy access to all school resources. Different activities undertaken by the clubs may be carried out in other locations within the school premises.
- Should the After School & Breakfast Club need to be based in a different location, signs will be displayed informing parents/carers of where to collect their children.

Register and Collecting

- A register of children who attend After School & Breakfast Club is taken during the session. The registers are used to update the booking system and are then filed securely in the school office.
- Parents will drop off at Breakfast Club and collect their child(ren) from the After School Club by using the buzzer on the entry door.
- A member of staff will escort the children to the door.
- Staff will record the time of collection and the person collecting will be asked to sign the register.
- If a parent is unable to collect their child as arranged, they must call the school immediately.
- If someone else will be collecting a child, the After School Club or office staff must be informed by telephone.

Late or non-collection of children

- If a child has not been collected by the end of the session, parents will be contacted in the first instance by telephone, followed by a call to any other named contacts.
- Where no contact can be made with any named adult, school will follow the Uncollected Child Procedure, which sets out the timings at which the Designated Safeguarding Lead is informed and at which Children's Social Care and, where necessary, the police are contacted.
- If a child is picked up late on more than two occasions, a charge of £5 will be made for every portion of 15 minute intervals beyond the final collection time of 5:30pm, on the occasion of the third and any subsequent late collections.
- Every instance of a child not being collected is recorded so that any pattern can be identified early. This is routine practice and is not in itself an allegation against any family.
- The welfare response to an uncollected child is never affected by the state of a family's account.

Snacks

- Children will be able to choose from a range of healthy breakfast foods in Breakfast Club and a healthy snack will be provided for children attending After School Club.
- Snacks and breakfasts are included in the booking fee.
- Fresh drinking water is available to the children at all times.

Activities/ Provision

- A range of activities are planned each session for the children in After School & Breakfast Club. These may include role-play, creative activities, reading, cooking, computers/iPads, learning & discovery, outdoor activities and movies.
- The age of the children is considered when planning activities to ensure they are appropriate.

Behaviour

- Children and staff are expected to follow the School's Core Values and British Values whilst attending the After School & Breakfast Club.
- The school's behaviour policy will be followed.

Health & Safety

- Staff must follow the school's Health and Safety, E-Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- All school policies will be followed and applied to After School & Breakfast Club.

- In case of emergency (such as medical or missing child) a member of the Senior Leadership Team will be informed immediately and procedures followed.

First Aid

- There must be a qualified first aider on site during sessions.
- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded in the school's accident book and a medical form will be completed. The accident will be reported to the parent/carer when collecting their child.
- Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- All staff must be made aware of the children who have Individual Health Care Plans and what those plans contain.

Staffing

- All staff working in After School and Breakfast Club will be employed by school and will be subject to all clearances, standards of behaviour and procedures put in place by the school.

Debt Recovery

School Money allows parents to credit their own account at intervals which suit them, alternatively parents/carers may pay at the time of booking.

Where payment from the parent/carer has not been received for sessions taken school will follow the procedure below:-

- **Reminder text** will be sent via School Money on the day following any unpaid session.
- If, by the first Friday following the session, payment has not been made, school will send out the **first overdue payment reminder letter** regardless of the value of the debt. This will explain that payment must be received over the weekend or contact made with the school office in order to prevent suspension of the account.
- If full payment or contact with the office has not been made by the following Monday, school will issue the **second overdue payment reminder letter** regardless of the value of the debt. This will inform parents that their access to After School and Breakfast club has been suspended. Parents will be unable to book sessions and will need to make other arrangements.
- Future bookings will be reinstated once all outstanding debts have been cleared or a payment plan has been agreed, in agreement with a member of the leadership team and subject to availability.

Access to other optional paid activities

Where an account is in arrears, access to other optional paid activities will also be withheld. This applies in particular to optional after-school sports clubs, which are offered at a significant discount. Decisions rest with the Headteacher. This does not apply to any provision which the school is required to offer free of charge.

First overdue payment reminder letter

date

Parent/carer name (name both if two parents/carers)

Full address

Address

Address

Postcode

Dear Parent/Carer

Re: 1st Overdue Payment Reminder for Child Name Year ***

I am writing to remind you that, according to our records, you have arrears on your child's After School or Breakfast Club account. In order for your child to continue attending this provision it is important to keep your account up to date.

Our records show a total of £**.** is now due as at date.

This total is made up of £**.** for Breakfast Club &/or £**.** for Afterschool Club from date from to date to. We have attached a statement which details the outstanding balance due on the account.

Please login to School Money and clear the outstanding balance prior to next Monday. If you are unable to clear this amount immediately, please email stpeterpaul@sthelens.org.uk prior to next Monday and a member of our school team will be happy to talk through available options with you.

If you do not contact the school office or make payment in full, your ability to book places will be suspended and you will be asked to make alternate arrangements.

If you have any queries regarding these arrears, please contact the school office on the email address above to discuss this further.

Yours sincerely

Mr Michael Mainwaring
Headteacher

Second overdue payment reminder letter

date

Parent/carer name (name both if two parents/carers)

Full address

Address

Address

Postcode

Dear Parent/Carer

Re: 2nd Overdue Payment Reminder for Child Name Year ***

Our records show that, despite previous reminders, you have not yet made payments to clear outstanding amounts due for After School and Breakfast Club.

As a result, your child's access to After School and Breakfast Club has now been **suspended**. As at date the total balance outstanding is £**. **.

Please arrange for this amount to be paid immediately or contact the school to arrange a payment plan. Once the outstanding balance is cleared or a payment plan is put in place, you will be able to book future sessions.

If you have any queries regarding this letter or the arrears, please contact the school office via email on stpeterpau@sthelens.org.uk to discuss this further.

Yours sincerely

Mr Michael Mainwaring
Headteacher

Payment Plan agreement letter

Date

Parent/s/carer/s Names

Address

Address

Address

Postcode

Dear *****

Re: Your payment plan for Child Name Year ****

Thank you for contacting us regarding setting up a payment plan to clear the outstanding balance on After School and Breakfast Club.

Our records show a total of £**.** is due at today's date. We have attached a payment table showing all agreed instalments and these have also been set up for you on School Money.

You are able to continue booking and paying for sessions each week as long as no new debts occur and you maintain payments as set out in this agreement.

If any further sessions are unpaid or payment plan instalments missed, we will have no choice but to suspend the account until all debts have been fully cleared.

If you encounter any issues making any payments, please do telephone or email us on stpeterpaul@sthelens.org.uk and we will be happy to work with you to discuss the matter.

If you have any queries regarding the details of this agreement, please contact the school office on the email address above to discuss this further.

Yours sincerely

Mr Michael Mainwaring
Headteacher

Mr M Mainwaring
(Headteacher)

Payment Plan arrears letter

Date

Parent/s/carer/s Names

Address

Address

Address

Postcode

Dear *****

Re: Overdue amounts on your payment plan for Child Name Year ****

I am writing to remind you that, according to our records, you have arrears on your child's After School or Breakfast Club account. A payment plan was set up in agreement with you on date but has not been maintained

Our records show a total of £**.** (missed instalments due to date – not full balance) now due as at today's date with further amounts due each week following.

We have attached a table which details the outstanding balance due on the account and which shows the missed instalments.

Please login to School Money and clear the outstanding instalments or, if you are unable to clear this amount immediately, please email stpeterpaul@sthelens.org.uk prior to next Monday and a member of our school team will be happy to talk through available options with you.

If you have any queries regarding these arrears, please contact the school office on the email address above to discuss this further.

Yours sincerely

Mr Michael Mainwaring
Headteacher

Name & School Year – Instalment Plan

Total Amount Due at set up of plan £****

Amount Paid £****

Amount Outstanding £****

Agreed payment plan is below – this agreement was confirmed in writing and signed by you on date.

Date Due	Amount	Paid YES/NO

Table shows payments made in **Green**

Instalments outstanding in **Red**

Instalments not yet due in **Black**