



Blessed Edward Campion Federation Mission Statement

Christ taught us to love one another.

As a school we follow his example, appreciating everyone as a unique gift from God.

We encourage each individual in the BEC Federation to achieve their true potential, giving them a firm foundation through love, learning and worship, to guide them on their journey through life.

Jesus said, "Love one another as I have loved you." (John 13: 34)

St Patrick's Extended School Policy 2024-25

Policy Type	Policy Number	Prepared by (job title) and date
Non-Statutory	NS07	Mr Graeme Hawes Executive Headteacher July 2024
Approval Date	Review Frequency	Review Due Date
TBC	Annual	July 2025
Signed on behalf of the Full Governing Body		



Our Lady Help of Christians Catholic Academy Trust

Providing an inspirational, outstanding Catholic education for
all the children and young people in our schools.

At our extended school clubs (Breakfast Club and After School Club), we believe in open communication with all our stakeholders. This policy is presented to help ensure that everyone involved understands what we are trying to achieve.

Capacity:

Breakfast Club – 45

After School Club - 45

Enrolment:

Places at breakfast club and after school club should be booked via Parent Pay. A guide on how to do this is attached – [appendix 1](#). Payment must be made at the time of booking. Those parents who pay using childcare vouchers should speak to the school office on how to pay for their sessions.

We advise that bookings are made in advance as we cannot guarantee that places will be available at short notice. Once we have reached our capacity, the booking system will close. We are unable to accommodate late requests or go over capacity for health and safety reasons.

The deadline for booking a place at breakfast club and after school club is 12pm on the day prior to the session you wish your child to attend. For example: to book for Wednesday 12th booking should be made by 12pm on Tuesday 11th. If your child is not booked into breakfast club or after school club, they will not be admitted.

Admittance to breakfast or after school club will not be granted if it has not been booked on ParentPay. We are sorry for any inconvenience this causes, but it is imperative that the health and safety of the children and staff is maintained at all times. In order to do this we must have numbers in advance for planning staffing levels.

Session Times:

Extended school clubs run Monday to Friday, term-time only.

Breakfast Club doors open at 7:45am and close promptly at 8:15am.	3.10pm – 4.00pm 3.10pm – 5.00pm
No entries will be permitted after 8:15am, unless extreme circumstances have prevailed, in which case it is at the discretion of the breakfast club supervisor.	Pick up times for the after-school club are 4:00pm and 5:00pm at the main school entrance. Please note the main school reception is not manned from 4:00pm and so pick up times must be strictly adhered to, as a member of the after-school club team will bring children up to main reception to dismiss them at these stated times.

As the extended school runs outside of normal school hours and, should you need to contact the breakfast club or the after-school club whilst the school reception is not staffed, you

should use the following mobile phone number: 07966368968, to contact the supervisor, Mrs Angela Hunt.

Charges:

Breakfast Club	After school club
£3.00 per day	3.10pm-4.00pm £4.00 3.10pm-5.00pm £8.00

Apologies, but it will not be possible to offer refunds for non-attendance at booked sessions without exceptional reasons which should be discussed with the Head of School.

Extra-curricular clubs e.g. football, are charged at the same rate as after school club. They run from 3.10-4pm. If your child wishes to attend an extra-curricular club, and then stay on at after school club from 4-5pm, parents must book this separately.

Parents/carers who collect their child after 5.00pm will incur a late collection charge of £5.00 per 15 minutes or part thereof, if not agreed in advance to either the office or to after school Club.

Pupil Premium:

There is no automatic discount for pupil premium children. If your child is a pupil premium child, needs to attend breakfast club and/or after school club and you have difficulties meeting the payment, please contact the school. Individual circumstances may be taken into account, at the discretion of the Executive Headteacher, but are not guaranteed.

Notice of any increase in charges:

We will give one month's notice, in writing to parents, of any increases in charges.

Included in the charge:

Children will be cared for by the extended club supervisor and assistants. A variety of age-appropriate activities will be available for the children to take part in, including quieter options to give the children the opportunity to relax if they wish to. The breakfast club is based in the school hall, as is the after-school club, however, after school a variety of spaces within school will also be utilised including outdoors.

Activities may include but will not be limited to:

-  Arts & crafts
-  Reading
-  Board games
-  Physical activity
-  Quiet space for homework
-  And other such themed activities deemed suitable

Food and Drink:

All our extended school staff receive food hygiene and nutrition training to ensure the highest standards are maintained.

At Breakfast Club, a healthy breakfast will be served with a choice of cereal and milk, toast and toppings, fruit, yoghurt, fruit juice, milk or water.

At After School Club, a healthy finger food tea is served. This will be sufficient to keep the children going but we do not recommend that it replace a full meal. Examples of the types of foods that will be served include:

-  Toast/Bagels/Waffles/Pancakes/Crumpets (with a variety of toppings)
-  Sandwiches (with a selection of fillings such as jam (low sugar)/ham/cheese spread)
-  Bread sticks/Crackers
-  Cheese
-  Yoghurt
-  Fruit
-  Vegetable/Salad snacks
-  Water/squash
-  Beans

Ethos and policies

The extended school clubs function under the ethos and auspices of all main school policies.

Including:

Health and Safety Policy

Child Protection Policy

Behaviour Policy

Online Safety Policy

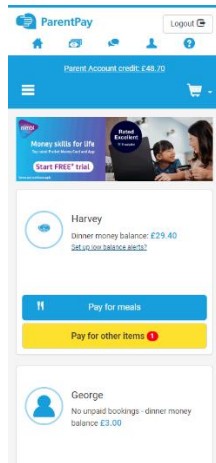
First Aid Policy

Appendix 1

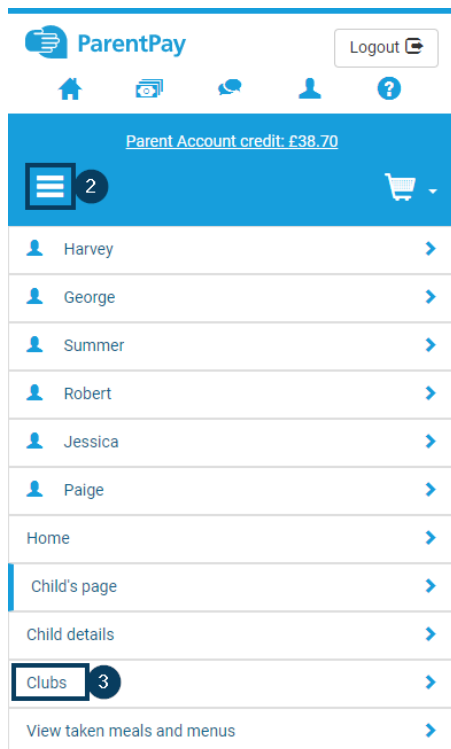
ParentPay Clubs - How to book a session

Login to [ParentPay](#)

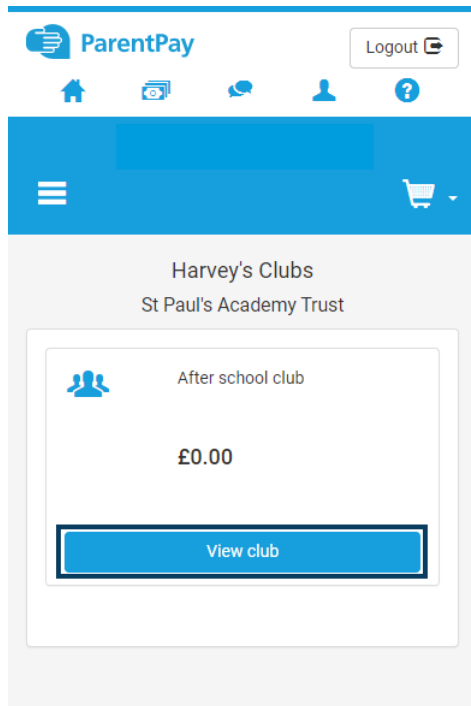
- Click the name of the child you wish to book



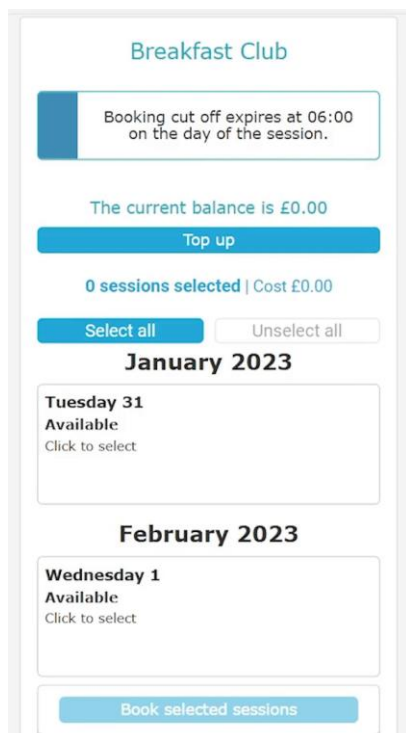
Locate the menu, select it and select **Clubs**



- Next, select **View club**



- Make your **relevant bookings**



- If you need to pay for any session(s) you'll be directed to make a payment

Order summary

Items:	£10.00
Total:	£10.00
Pay by Parent Account credit:	-£0.00
Amount to pay:	£10.00

Pay by

>>>

Bank Transfer

>>>

VISA

AMERICAN EXPRESS

Other payment method

[Continue shopping](#)

IMPORTANT

You have 15 minutes to make a payment to finalise and secure your reservation/booking, failure to pay within 15 minutes will result in your reservation being cancelled.

