



SS PETER & PAUL CATHOLIC SCHOOL

‘Learning Together, Achieving Together in Christ’

Breakfast and After School Clubs Policy

Effective from:	September 2026	
Next Review Date:	September 2027	
Approved by:	Full Governing Body	Date: September 2026

Aims

SS Peter and Paul Catholic Primary school is open to all children who attend the primary school.

- To provide care for children within the school community that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued.
- To provide a range of structured play activities to engage and stimulate the children.

Organisation

- The breakfast club is open Monday -Friday from 7.45am-8:45am
- The afterschool club is open Monday-Friday from 3.30pm-6pm.
- The club is available for children from Nursery to Year 6.

The club is located in the Cedar Hut on the school premises. Parents collect their children via the footpath leading through the back of the school and after signing their child out.

Children will not be released with anyone other than the recognised parent/carer unless prior notice is given. If staff are unsure of the person collecting the child, the child will remain at the club until parents can be contacted.

The children will be offered a light snack and drink. Children with any dietary requirements will be catered for.

All children should be suitably toilet trained and able to toilet themselves.

Typical activities will include:

- Art and craft activities,
- Sports activities and team games,
- Lego and construction,
- Board games,
- Cooking activities

We ask that no items are brought in from home as the afterschool club will not be responsible for any loss or damage.

Parents /Guardians should ensure that:

- The Registration form is updated with emergency contact details and medical information.
- Collect children promptly at the end of the session (Children will not be able to walk home on their own)
- Pay for sessions in advance and book session via Arbor or Childcare vouchers
- Arrange childcare on days that the school is closed to pupils. Parents/carers will not be charged for days that the club is closed.
- Arrange childcare at the end of each term, when school day ends early, the After School club provision will not continue.

Registration

Parents/guardians also need to complete a Registration form upon acceptance of a place. A one-off registration fee of £5.00 is payable – this is non-returnable and covers administration costs. The Registration form provides the club coordinator parent contact details, dietary and/or medical requirements and family doctor information.

Parents/carers who complete a registration form must sign the registration form agreeing to this policy. By signing the registration form they agree that they have read and understood all terms and conditions and any queries should be cleared up before signing the registration form.

Behaviour

We expect good behaviour and respect for others. We reserve the right to refuse a child indefinitely or for a fixed period of time if they fail to meet these standards either through a single severe incident or repeated actions that put themselves or other children at risk of harm. The behaviour of the children should be conducive to the safe and efficient running of the club. School policies, including the Behaviour Policy, apply in the same way as they do during the main school day.

Health and Safety

The club has access to first aid and the member of staff will hold a current First Aid Certificate. All accidents will be recorded in the accident book and reported to the parents/carers on collection. In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible

Safeguarding

All staff are trained in Child Protection procedures and follow the recording and reporting procedures identified in the SS Peter and Paul Catholic Primary School Safeguarding Policy.

Payment

All fees are payable in advance and are non-refundable.

1. The cost of each Breakfast Club session, from 7:45am - 8:45am is **£6**.
2. The cost of each After School club session
 - Early session 3.30pm – 4.30pm is **£6**,
 - Middle session 4.30-6pm is **£7**
 - Full session 3.30-6pm is **£11**.

These fees are subject to change, with a term's notice to be given of any changes.

Failure to pay on time will result in the withdrawal of a place at the club and possible reallocation of the place to a child on the waiting list.

No refunds will be made for non-attendance, excluding illness. Any breaks taken from either club are still payable in order to keep your child's place. If payment is not made during the break period, please be advised that your child's place may be lost and you will have to join the waiting list.

Parents have three payment options:

- Arbor or
- Child Care Vouchers: If you choose to pay with childcare vouchers you must allow enough time for SS Peter and Paul Catholic Primary School to be registered with the childcare voucher provider. We cannot authorise any payments with childcare vouchers until the school is registered with the provider and payment is collected from the provider. Please note: Registering with childcare providers can take up to two weeks depending on the provider. Please email office@sspp.merton.sch.uk and put the child's name, year group, date and whether it is for Breakfast club ("BC") or After School club ("ASC") as reference.
- Tax childcare vouchers

Late Collection from Afterschool Club

Children will be taken to the afterschool club for registration by the staff member including those who were not collected from the classrooms by 3.30pm. Should the parents be late for collection, they will face a late collection fee (£5 per child).

The latest collection time is 6:00pm. Collection after this time will incur an extra charge of £1.00 per minute, payable immediately on Parentpay. If there are numerous late collections, the parent/carers will be informed that their child(ren) will no longer be able to attend the club.

If a child has not been collected on time and parents/guardians have not been in contact or are not contactable then, the Headteacher will be informed and will decide whether to contact children's social care department.

If you are late or need to contact the after-school club staff in an emergency, the number to call is 0208 648 1459 ext. 116, alternatively 07522905328. These numbers will not be available during the school day and messages are not monitored. During school hours, please contact the school office. If a child is sick or ill while at the club, we will contact you, and you may be required to pick them up.

Cancellation

The only cause for cancellation would be school closure due to adverse weather conditions or problems with the school building e.g. no heating or water supplies. In the event of closure, a member of staff will contact parents as soon as possible.

Refunds

When a child is reported absent in the morning or is sent home sick during the day of a booking, their club place will be automatically cancelled and fees refunded. No other cancellations will be accepted on the day.

The school will offer no refunds if your child fails to attend a pre-booked session.

Equal Opportunities

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all.

Complaints

We will endeavour to provide a high-quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns please speak to the club staff. If this is not resolved please contact the school office.

This policy statement supersedes all those previously issued.