



St Francis Breakfast & After School Club Policy
(The Good Shepherd Club)

Policy Agreed	June 2026
Next Review	June 2027

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1. Introduction

We aim to:

- Provide a safe, nurturing and welcoming environment, where children feel valued, happy and secure, in a familiar setting with adults they know and trust.
- Provide a variety of experiences and play opportunities, inside and outdoors, which enhance children's learning, social and emotional development and wellbeing.
- Provide a high quality, assured service for parents and carers and foster positive relationships with families.
- Develop children's self-esteem through positive attitudes to one another.
- Encourage independence, social engagement and appropriate patterns of behaviour.
- Offer a child-centered environment in which the individual child can be supported and encouraged appropriately for their needs.
- Promote equal opportunities for all regardless of race, gender, age, ability, religion or social status.
- Ensure our staff feel valued and continue to be informed of current thinking, safeguarding, legislation and appropriate policies.

2. Contact Information

The Good Shepherd Breakfast & After School Club
St Francis Catholic Primary School
Whyteleafe Road
Caterham
Surrey
CR3 5ED

Tel: 01883 342005

Email: office@stfrancis.surrey.sch.uk

3. Admissions

- The Breakfast & After School club, known as The Good Shepherd Club is open to applications for all St Francis pupils.
- In-line with our Equality Policy, no child will be refused a place on the grounds of gender, religion, language, sexual orientation, culture or disability.
- Different days have different waiting lists. These may be of different lengths based upon demand.
- EYFS children starting at the school will be given priority for September places where there is availability.
- Once a place in the club has been confirmed, the sessions allocated will be secured until the place is cancelled by the parent/guardian.
- The school reserves the right to take individual circumstances into account and use discretion to allocate places on the basis of need.
- There is a maximum capacity of 70 children per session.

4. Sessions & Charges

Charges are based on each session.

Breakfast Club

- Breakfast Club: 07:30-08:45= £8.00 (fee includes a healthy breakfast)

After School Club

- After School Club: 15:30-18:00 = £13.50 (fee includes a healthy snack and a drink)
- A £6.50 discount will be applied for those children booked into both clubs all week.

Fees will be reviewed annually by the school's Senior Leadership Team and Governors.

5. Sharing Information

- All important and relevant information in relation to a child is shared with The Good Shepherd Club team. This includes medical need, allergies, primary contact information and any established passwords to safeguard collection of pupils.
- The Good Shepherd Club team also have access to all relevant information via Arbor.
- A child's information is confidential and shared only with the necessary staff members.
- It is the parent's responsibility to inform staff of any dietary requirements or known allergies.
- Parents are required to provide an update of any changes to the school.

6. Bookings

- To book a session at The Good Shepherd Club a registration form must be completed and sent to the School Office- office@stfrancis.surrey.sch.uk
- Registration forms are available to collect from the School Office or can be downloaded from our website.
- Once completed, parents/guardians will be registered on our booking system, which will enable booking and payment online via Scopay.
- Regular reoccurring bookings can be requested using the registration form for any number/ combination of days, once availability has been confirmed and space has been allocated, payment can be made via Scopay.
- Sessions can be amended up to midnight, two nights before the booking date, after this deadline alterations to bookings will need to be made by contacting the School Office. Fees may still apply.
- It is parents/ guardians responsibility to cancel pre booked sessions if they are no longer required.
- If the session/s required are unavailable, we advise to regularly check the App for availability as there is often movement. If there is still no availability 48 hours before the date required, the School Office can be contacted to be placed on a waiting list.
- Payment can only be made via Scopay and childcare vouchers can be accepted for schemes for which the school is registered.

7. Cancellation/Amendments

- Parents/ guardians must give 48 hours notice for cancellations.
- We understand plans change at short notice and try to be as accommodating as possible. Therefore, if a cancellation is due to medical or school related reasons, credit will be given.
- Unused club bookings cannot be exchanged for other days.
- If the school has arranged a school trip, parents/guardians are responsible for cancelling The Good Shepherd Club bookings.
- Failure to inform the school that your child will not be present for a booked session will result in the full fee being charged.

8. Outstanding Payments Procedures

- Any outstanding fees should be paid via Scopay within 7 days. If there is no payment received, a member of our Admin team will contact the parents/guardians directly to enquire about the payment.
- If immediate payment is not possible, a structured re-payment will be agreed between the School Office Manager and the parents/guardians.
- The school reserves the right to withhold further bookings for pupils where there is non-payment of fees. If this is the case, parents/guardians will receive a written warning from a member of the school's Senior Leadership team.

9. Late Collection Charges

- If a parent or guardian is late collecting their child a penalty of £5 per 5 minutes will apply. The time the parent/guardian collects the child will be noted on the register. This charge will be added immediately to the users account to be settled via Scopay.
- If a parent/guardian fails to pay penalty charges or contact the School Office to come to an agreement about when they will pay, the school reserves the right to refuse a place at The Good Shepherd Club.
- Parents/guardians who are persistently late will meet with the Senior Leadership Team to discuss and try to resolve any issues. If the issues cannot be resolved the school reserves the right to refuse a place at The Good Shepherd Club.

10. After 6pm Procedure

If a child is not collected by 18:00 the following process will be followed:

- A call to the parent/ guardian to establish a reason for non-collection
- If contacts are unreachable after 10-minutes, The Good Shepherd Club supervisors will inform a member of the Safeguarding Team
- After 1 hour of non-contact/collection a call will be made to Surrey (C-SPA) Safeguarding Hub (01483 517898)

11. Staffing

- All staff employed by the Xavier Catholic Education Trust are subject to a Disclosure & Barring Service (DBS) check and are suitably qualified.
- All staff have up to date Fire Safety training, Safeguarding training, Food Hygiene training and Health and Safety training.
- A Good Shepherd Club Leader (First Aid trained) is present for every session.
- We have an open-door policy to assist with any parental queries or concerns.

- All sessions are staffed in-line with guidance relating to pupil numbers and the age of the children in attending.
- Additional staff will be deployed when the numbers are high to maintain safety standards.

12. The Good Shepherd Club- Breakfast Club

- Drop off for Breakfast Club is via the main school gates. Parents should press the buzzer and a member of staff will open the gate.
- Parents/ guardians should escort their child to The Good Shepherd Club to be signed in.
- Children are registered on entry by the assigned member of staff.
- Toast and cereal and water are provided.
- At 08:38 the whistle goes for children to collect their belongings and line up on the playground ready to go to class.
- Reception children are escorted to their class at 08:45.
- To encourage independence, remaining year groups are released from The Good Shepherd Club to make their own way to their classrooms for 08:45.

13. The Good Shepherd Club- After School Club

- Teachers are given a list of children attending The Good Shepherd Club after school club each day.
- After children are dismissed for the day, those attending after school club are escorted over to The Good Shepherd Club by their class teacher or a TA and registered on arrival by a member of the The Good Shepherd Club team.
- Children attending an afterschool club, then attending The Good Shepherd Club are escorted over to the The Good Shepherd Club building after their club ends.
- A light snack is offered at 16:45.
- Collection by parents/guardians is from the door at The Good Shepherd Club.
- Children are signed out when leaving, noting the time of collection and person who collected.

14. Indoor Play

The Good Shepherd Club are very fortunate to have access to a dedicated indoor space for breakfast and after school clubs.

Activities are child-led with a wide choice of games, toys and crafts available. We also encourage our KS2 children to complete their homework, with support from adults-if needed.

15. Outdoor Play

The children are encouraged to make use of the extensive outdoor area, weather permitting, and providing they are wearing appropriate clothing.

16. Behaviour

St Francis Catholic Primary School has high-expectations of behaviour and conduct. These stem from the school's Behaviour Policy, which is followed for all children attending The Good Shepherd Club.

Staff implement a consistent approach and reward exemplary behaviour through issuing 'House Points'.

If a child's behaviour is a cause for concern or if they seem to be displaying behaviour out of character, they may be spoken to by a senior member of staff and their parents/guardians informed.

17. Toileting and Intimate Care

The Good Shepherd Club implements the school's Intimate Care and Toilet Procedures Policy. Staff will adhere to any toileting plans in place for pupils.

In accordance with our Code of Conduct for staff and other adults, staff and other adults in this school are expected to:

- Adhere to the school's intimate care procedures
- Make other staff aware of the task being undertaken
- Always explain to the pupil what is happening before a care procedure begins
- Consult with colleagues where any variation from the agreed procedure/healthcare plan is necessary
- Record the justification for any variations to the agreed procedure/healthcare plan and share this information with the pupil and their parent
- Avoid any visually intrusive behaviour
- Always consider the supervision needs of the pupils and only remain in the room where their needs require this

Children are supervised and supported (if needed); we encourage independence.

18. Complaints

The Good Shepherd Club adheres to the same principles and procedures as outlined in the school's Complaints Policy. This can be viewed via our website or by requesting a paper copy from the school office.

19. Evacuation/ Emergency Procedures

The school undertakes half-termly emergency evacuation procedures for children attending The Good Shepherd Club. These drills alternate between breakfast and after school club. The designated fire assembly point is on the lower school playground, with the secondary assembly point being on the De Stafford School playing field as per emergency evacuation plans which are located in The Good Shepherd Club building. All Good Shepherd Club staff complete Fire Warden training.

20. Accident/Injury

All Good Shepherd Club staff follow the school procedures in regards to reporting and recording injuries and/or accidents. There is always a first aid trained member of staff onsite. If a child has an accident during their session, a member of staff will inform the parent/ guardian on collection. If first aid is given, the accident will be logged on as per our usual site procedure and parents/ guardians informed on collection. Parents/ guardians will be contacted immediately in the event of a child sustaining a more serious injury or if the child becomes ill during the session.

21. Drop-off/ Collection

All areas of the school and its surrounding grounds are no smoking areas-this includes vaping. No dogs are allowed on the school grounds-with the exception of guide dogs. Gates and doors are kept closed. There is always a member of staff assigned to the door/gate to aid the drop-off and collection of pupils. Unless permission has been sought by a senior member of staff, parents/ guardians are not permitted to enter the building or the outdoor space where the children are playing.

22. Lost Property

Mirroring school guidance, all clothing and personal items should be clearly labelled. The Good Shepherd Club is not responsible for loss or damage to personal belongings.

23. Medication

Medication will be passed on to the School Office with the appropriate completed documentation and is administered in-line with the school's policy. Individual children's medication, such as an inhaler or epi-pen are clearly named and stored in class first aid bags and/or the School Office.

24. SEND

Staff are aware of children with EHCP's and consult advice from our SENCO.

25. Safeguarding

At St Francis Catholic Primary School, the safeguarding of our children is the highest priority. At The Good Shepherd Club, this is no exception. All staff are given annual safeguarding training and follow the school's safeguarding & child protection policy. Mr. P. Doyle (Designated Safeguarding Lead-DSL) works closely with the team and carries-out regular monitoring of the procedures and activity in place.

- A member of the DSL team is always contactable by The Good Shepherd Club staff in the event of further support being required.
- All staff at The Good Shepherd Club regularly renew their training in-line with the recommended guidance as directed by the Xavier Catholic Education Trust (XCET).
- Staff use a walkie-talkie system as a means of communication and have direct phone lines should they require further assistance.
- When outdoors, children play in a safe space surrounded by a perimeter fence and locked gates which are operated by adults.
- Adults have designated places to stand to allow them to have full visibility of the pupils.
- Within The Good Shepherd Club building and across the school premises, safeguarding posters, leaflets and associated literature are displayed as a reference point for adults and pupils.
- There is a culture of safeguarding at Francis and it is seen as everyone's responsibility; this ethos and commitment is shared by our team, who facilitate our breakfast and after school provision.