St John and St Nicolas Schools Federation | For the good of all through curiosity, creativity and love

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Contact:	governors@stjohnandstnicolasschools.org.uk
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Change Record				
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1.0	*11.07.22*	*Finance Committee Minutes 20.06.22 FGB Minutes 11.07.22*	*New federation policy discussed by finance committee and ratified by FGB*	*June 2024*
1.1	*15.5.23*	*Finance Committee Minutes 15.05.23*	*Policy has been rewritten to bring consistency across the federation*	*Mar 2024*
1.2	*11.3.24*	*Finance Committee Minutes 11.3.24*	*Update version number/dates, eligibility for discount*	*Mar 2025*
1.3	*8.12.25*	*FGB minutes 8.12.25*	*Update version numbers dates, format, cost, pupil numbers, correct index*	*Sept 2026*
1.4				

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St John and St Nicolas Schools Federation
Policy for Wraparound Care at St John the Evangelist Infant & Nursery School

1: At St John and St Nicolas Schools Federation, our vision is 'For the good of all – through curiosity, creativity and love.' This vision inspires everything that the federation does. It applies equally to all the federation's policies with the intention that our policies impact as fairly and positively as possible to meet the needs of all members of our schools' community.

St John the Evangelist Infant and Nursery School is pleased to offer extra-curricular childcare for pupils in the form of both breakfast and afterschool clubs. This policy covers the running of each of the clubs and gives guidance to parents wishing to make use of them for childcare purposes.

The governing board has overall responsibility for the running of both the breakfast and afterschool clubs. All of the clubs' staff hold enhanced Disclosure and Barring Service (DBS) clearance.

2: BC Breakfast Club
The breakfast club is open to pupils from Reception to Year 2 of St John the Evangelist Infant and Nursery School and provides a fun and safe place to eat and play before the start of the school day.

3: Staffing
The breakfast club is currently supervised by two members of school staff including a member of staff qualified at Level 3 or above.

4: Location
The club is located in the school community room where a nutritious selection of breakfast items is available for children to choose from. Quiet activities are made available, including board games.

5: Session Times, costs and payment of fees
The club operates bookable sessions at a cost of £5.50 per session using ScoPay. Childcare vouchers or tax-free childcare payments can be used.

6: ASC After School Club
The afterschool club is open to pupils from Reception to Year 2 of St John the Evangelist Infant and Nursery School and provides a fun and safe place to play after school with activities on offer ranging from art and craft, computer and board games, cooking and reading to outdoor play. No activity is compulsory; the emphasis is on free choice and enjoyment. A light snack is provided.

7: Staffing
Staff include a leader and supporting staff who all currently work at the school. There will always be a qualified member of staff (Level 3 or above) to manage the club. There may also be students or volunteers from time to time.

8: Location
The club is located at St John the Evangelist Infant and Nursery School. The children have snack in the dining room, then time outside (weather dependent) and spend the remainder of the session in the community room.

9: Session Times and Costs
The club is open during term time and provides care from the end of the school day until 6pm. Places are requested via email to finance@stjohnandstnicolasschools.org.uk. Confirmation of sessions available will also be by email.

The club operates bookable sessions at a cost of £16 per session using ScoPay. We also accept childcare vouchers or tax-free childcare payments.

10: Payment of fees
Fees are payable half termly in advance. The amount due will be applied to each pupils ScoPay account and should be paid promptly before the period starts.
Childcare vouchers and tax-free childcare payments are accepted.

11: Late payment of fees
If payment is not received by the due date the management reserves the right to refuse to offer any further sessions to the child and the place may be offered to a child on the waiting list. However, if a parent is genuinely having difficulties in paying fees, then it may be possible to accommodate payment by instalment in special circumstances.

12: Code of behaviour
It is important to have codes of behaviour. Parents are referred to the school's behaviour policy.

13: Complaints
The club welcomes feedback from parents on all matters concerning their children's welfare and enjoyment of the club. The club's leader is available to discuss any problems with parents and remedy the situation and deals with all complaints initially.
If for any reason a parent is not satisfied, the next step is to talk to the Executive Headteacher or the Head of School. If a parent then wishes to take the matter further still, they should write to the Chair of Governors, at the school's address.
Parents are referred to the school's complaints policy for more details.

14: In the event of illness
If a child becomes ill during a session, the child's parent/carer will be contacted and advised of the need for the child to be collected. If the parent/carer cannot be contacted the named emergency contacts from the registration form will be telephoned.
If no one can be reached, the child's condition will be assessed. If the condition is serious medical assistance will be sought.
In the meantime, the child will be nursed and comforted by staff until the parent/medical assistance arrives.

15: Late collection
All parents/carers are asked to provide details of an emergency contact. If a parent is unable to collect their child/children by 6.00pm they must:

- Arrange for their collection by a third party by 6.00pm
- Inform the afterschool club of this arrangement

Parents are asked to telephone the afterschool club phone on 07849 162860 if delayed from collecting children by 6.00pm. In the event of a child not being collected, staff will contact the persons named on the registration form. Two members of staff will stay on site until collection. The management of the club reserves the right to charge a late collection fee of £10 per quarter of an hour to cover the costs of the two staff that are legally required to stay. If staff have been unable to contact the parent or other nominated persons by 7.00pm, they will contact Social Services who will arrange emergency childcare.

16: How to book sessions
In the first instance email finance@stjohnandstnicolasschools.org.uk to establish availability of sessions. Once you receive confirmation of your place, a booking form (available through school office) should be completed.
NB. Sessions booked but not attended (for any reason) will still be charged. Sessions are not transferable.

17: Cancellation of a booked session
Parents must notify finance@stjohnandstnicolasschools.org.uk or leave a message on the answerphone if a child, for whatever reason, is not attending their booked afterschool club session.

If a child is not well enough to attend school, parents are asked not to bring them to afterschool club.
If parents wish to terminate their child's / children's session(s) 3 term-time weeks' notice must be given **by email** otherwise they will be charged for the sessions already booked.

18: Occasional Bookings
The club cannot guarantee a place for occasional bookings, but sessions will be allocated on a first come, first served basis provided an application form has been completed.
Parents are advised to contact finance@stjohnandstnicolasschools.org.uk to enquire about availability. Parents cannot presume spaces will be available.
If there are any available spaces these will be notified to parents via the newsletter on Fridays for the following week.

19: Equal Opportunities Strategy
The afterschool club is committed to equal opportunities for all its children, staff, parents and carers and it endeavours to reflect and meet the needs of the local community.
Further details can be found in the federation's equality policy.

20: Special Needs
The school aims to make the afterschool club accessible to all children and will offer individuals with special needs all the care and challenge necessary to integrate them.
This will be reviewed termly and is subject to change.
Further details can be found in the school's special educational needs and disabilities (SEND) policy.

This policy will be reviewed annually by the governing board.

Appendix 1: Admission Arrangements for B&ASC Breakfast & After School Clubs
The governing board co-ordinate the admission arrangements for breakfast and afterschool clubs. These arrangements are specific to parents of children on the roll of St John the Evangelist School who would like to apply for their child to attend the breakfast and/or afterschool club at an additional cost.

These arrangements have been reviewed for admission to the clubs for September 2025 and will be reviewed annually in the Autumn term.

The staffing ratio is limited to 1:9 and the school currently offers up to either 18 or 27 places per day at breakfast club (dependent on ratios of staff each day) and up to 27 places (on Mondays -Thursdays) and up to 18 spaces (on Fridays) at afterschool club. In the Summer term we will allocate these places in the following order:

a) We will assume that those children currently in Year 1 and Reception who use the breakfast and/or afterschool club will continue with their place into the next academic year, and allocate a place to them on this basis.

b) We will then offer any remaining places to the children who are on the current waiting list and who will be on the roll at St John's School in September 2026.

c) Next, children who currently have a place in the breakfast and/or afterschool club will be offered the opportunity to make changes to their places where there is availability.

d) Places will then be offered to families with a child already admitted under criteria “a” or “b” (above) **and** a sibling of this child who has applied for a place at St John’s School in Reception in September 2026. If their application is unsuccessful, the place will then be made available to those in the next category.

e) Following this, a place will be offered to any child with a sibling attending the afterschool club at St Nicolas School.

f) Then places will be offered to children currently attending St John’s School who are not covered by criteria a-e (above).

g) Next, places will be reserved for younger siblings of children offered a place under criteria f (above), and who have applied for a place at St John’s School in Reception for September 2026. If their application is unsuccessful, the place will then be made available to those in the next category.

h) From 16th April 2026 the school will accept applications for all other children starting Reception in September 2026 on a first-come, first-served basis. All applications must be made by email to finance@stjohnandstnicolasschools.org.uk and will be dealt with in strict order.

Any applications received in a category after the dates outlined in the offer of places from school will be considered after criteria “h”. Waiting lists will be held if there are more children wanting places than are available. Ad hoc sessions will be offered if there are places available.

For further information, please contact the school office; telephone: 01635 41281; email: finance@stjohnandstnicolasschools.org.uk