

St Thomas' CofE Academy



Before & After School Care Club Information

2025 - 2026

St Thomas' CofE Academy – Extended Provision



"Care Club" - Parent Information leaflet

The Care Club is managed by the Head of School, Governors and Directors of St Thomas' CofE Academy. It falls under the same Ofsted regulations as the school and will be inspected in conjunction with the school. It is run by qualified staff who are all part of the St Thomas' staffing team. All staff have the qualities and expertise required to make the club an enjoyable, safe and engaging space for the children.

This leaflet gives parents information about the aims, terms and conditions of the club and specific details regarding its running.

Care Club will be open each morning and afternoon, Monday to Friday, throughout term time.
(The provision will be closed on any inset days and bank holidays that fall within term time)

Care Club Breakfast Club opening times: 7:30am – 8:40am

Care Club After School Club opening times: 3:15pm – 5:30pm

Activities

Activities in Care Club are fun and engaging for children, there is always an element of child choice.

By the time the afternoon session starts, children will already have had a very busy day of learning and fun, so the emphasis for Care Club is to provide a relaxed atmosphere for this to continue into the early evening. Ofsted require evidence of planned activities that meet the children's needs and we echo this requirement. Children and parents will be involved in developing ideas for activities along with the staff.

There will be opportunities for children to work quietly e.g. completing homework or enjoying a good book, as well as opportunities for more practical, hands on activities e.g. outdoor or creative activities. Children will be able to access IT equipment and the school library.

For those children accessing Care Club, who also wish to access the after school activity sessions traditionally led by school, places will be requested by parents and allocated by staff in the usual way. If allocated a place this would become the first activity they access, before going into the Care Club afterwards i.e. 4:15pm – 5:30pm.

Healthy Eating / Snacks

Breakfast will include toast or cereal, fruit and a drink, which is included in the price. Breakfast will be served from 7.30am to 8.15am.

A snack and a drink will be provided in the afternoon, which is included in the price. This will consist of a sandwich (or similar), a drink and a piece of fruit. It is important to note that it is only a snack and is not intended to replace mealtimes. Afternoon snack will be served at 15:45pm.

If children are coming to care club after an afterschool club, then their snack will be kept for them to have when they return.

Fees

Fees from September 2024 are:-

	Regular Price
Before School only (with breakfast) 7:30am – 8:40am	£4.50
Before School only (no breakfast) 8:25am – 8:40am	£1.50
After School (with snack) 3:15pm – 4:15pm	£4.00
3:15pm – 5:30pm	£8.00
Whole day 2 sessions 7:30am – 8:40am 3:15pm – 5:30pm	£10.00

This is the cost from the 1st September 2024. Costings will be reviewed at October half term and if any additional increases are required to ensure the provision can be maintained. If any further increases are required this will be from 1st January 2025.

Parents must pay for session via ParentPay

- Sessions must be paid for by the end of the week in which they are taken
- **Fees will be charged for all places booked regardless of whether the child attends.**

Failure to pay fees on time may result in a late payment fee of £10 and can result in termination of your place(s).

Late collection fees

Late collections (after 5:30pm on the Care Club clock) will result in a penalty charge. This will be a charge of £10.00 for every 10 minutes late. (EG. Between 17:30 and 17:40 = £10, between 17:30 and 17:50 = £20) Charges will be added to the next fee payment.

Safeguarding / Security

The same stringent security procedures in place during the school day, will apply during Care Club opening times. Care Club (during term time) serves only pupils attending St Thomas' CofE Academy. Although the schools DSL/DDSL may not be on site until the end of club every day, they are contactable at all times and all staff have safeguarding training. St Thomas' school staff will run the Care Club, with pupils Safeguarding and Health & Safety being a priority at all times.

Supervision of pupils outside of the Care Club opening times remains the responsibility of the parent. Pupils must be escorted to and from the building by their parent or other nominated person.

Children will only be allowed home with their parent or other nominated person (by prior arrangement with the staff). This person must be over the age of 16. Where a parent does not arrive by 5:35pm and no reason is communicated for the late collection, a telephone call will be made to the parent. If the parent is non-contactable the emergency contact provided will be contacted. Where neither the parent nor the emergency contact can

be reached, the Safeguarding Policy dictates that the First Response team are contacted, to ensure that safe provision is made for the pupil.

The staff car park will be accessible between 7:30am and 8:00am, and again between 4:30pm and 5:30pm, for parents to drop off and pick up their child/ren. Parents dropping off or collecting outside of these times must adhere to the normal parking restrictions.