

Breakfast and After School Club Handbook

September 2025

St George's Catholic Primary School

Breakfast and After School Club Handbook

Aims / What we offer

We aim to provide a safe, secure relaxed and familiar environment, offering a range of activities to reflect the interests of children in our care.

The club is held in our Community Suite. It is accessed using the path to the left of the Staff car park. We ask that parents/carers do not use the car park to drop off or pick up.

There will always be a selection of activities and resources available including board games, construction, drawing, reading, physical activities and on occasion there will be computer games and movie watching. In addition, there are a wide range of resources for the children to select.

Staffing

Breakfast Club is run by two of our experienced LSAs – Mrs Heal and Mrs Thorne
After School Club is run by Mrs Heal, Mrs Thorne & Miss Coyne

Breakfast Club

7:30am – 8:40am Sessions available on all week days during term time, excluding inset days.

Price £5 per session if booked in advance, £7:50 if booked after the cut off
Children booked into breakfast Club will be provided with a light breakfast of cereal, croissants, toast as well as fresh fruit. Fresh water is always available along with milk. We ask that children requiring breakfast arrive before 8:15am
At 8:35 we will ask the children to help pack away resources and they will be calmly released to class at 8:40am

After School Club

Runs Monday to Thursday during term time, excluding Inset Days

There are two sessions:

3:15pm – 4:30pm £5 if booked in advance; £7:50 after the cut off

3:15pm – 5:30pm – £10:00 if booked in advance, £12.50 after the cut off

Children in After School Club enjoy a variety of activities including drawing, board games, Lego, outside activities if the weather permits, playdough, jigsaws, and computer & ipad activities.

Please supply your child with a snack as we are unable to provide food. We remind you of our no nut policy.

Booking places

Places for our clubs must be booked at least two school days in advance using our parent payment system – School Gateway. Any bookings made after this time can only be made by emailing the School Office first, to see if any places are available. There will be a higher fee charged to reflect the additional admin required to facilitate this place.

We strongly recommend that you make a monthly booking in order to secure your child's place as we have limited spaces.

The price per session per child applies to all children. This is payable for all booked sessions, including when your child is sick or on holiday (regardless of the amount of notice given) Unfortunately, amendments to bookings cannot be made.

If you use Childcare vouchers, once you have made your booking on School Gateway, please email office@st-george.southend.sch.uk with your booking so that we can reconcile your booking with the voucher received.

Late pick up

We expect children to be collected on time. If you are going to be late, please ring the school and let us know. A late payment fee of £10 will be charged per 10 minutes if you collect after the session you have booked.

If any child remains uncollected after 6pm and we are unable to contact you we will contact Children's services.

Behaviour

Our clubs promote the St. George's message of, 'We give respect and we get respect'. All staff encourage good behaviour through praise and emphasise the importance of co-operative play and sharing. Staff model talking to children with respect, which is the school's expectation throughout the day, and engage with the children in the activities provided.

Challenging behaviour will be addressed in a calm, firm and positive manner.

- In the first instance, the child will be temporarily removed from the activity.
- Staff will discuss why the behaviour displayed is deemed inappropriate.
- Staff will give the child an opportunity to explain their behaviour, to help prevent a recurrence.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- If the inappropriate behaviour appears to be as a result of boredom, staff will consult with the child to find activities that more fully engage them.

If the behaviour continues in subsequent sessions, parents and carers will be informed and asked to make alternative childcare arrangements for the following booked session. If the behaviour is extreme, the school will contact the parents/carers, and the child will need to be collected immediately. In either case, staff will discuss clear strategies for dealing with persistent inappropriate behaviour with the parents/carers. The school can remove the offer of attending breakfast or after school club if a child's behaviour is such that it poses a risk to the other children or staff.

Illness

We are unable to care for children who are unwell. If your child become unwell while at the club, we will contact you and ask you to make arrangements for them to be collected. Unfortunately, no refunds can be given when a child is unwell for a booked session.

Accidents and First Aid

Every precaution is taken to ensure the safety of the children at all times. Our staff are all paediatric first aiders and a first aid kit is kept in the clubroom. If your child has an accident during Breakfast Club, we will email you to inform you. If they have an accident during After School Club, we will inform you when you pick up.

Contact Details

Please contact the school office in the first instance.

office@st-georges.southend.sch.uk

01702 293522

If after 4pm, please call the number above and select option 4, breakfast and after school, from the main menu.