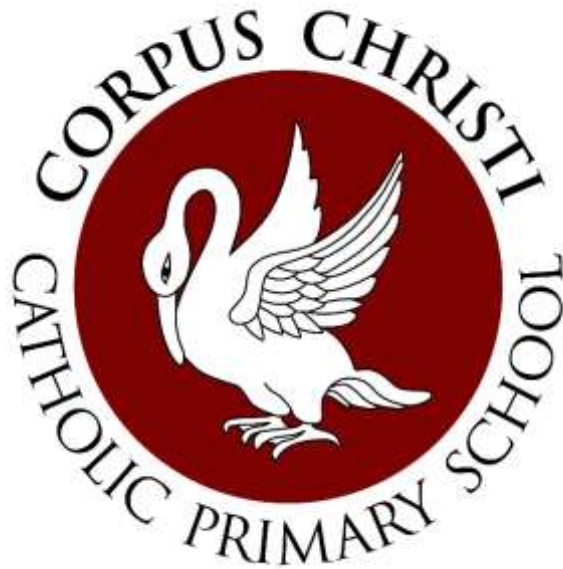


# Corpus Christi Catholic Primary School



## Pelican Breakfast & After School Club Policy

Governors' Committee Responsible	Faith, Family and Community
Status	Non Statutory
Review Cycle	Annually
Date written/last review	September 2025
Date of next review	September 2026



### **Mission**

Jesus Christ, the Way the Truth and the Life,  
calls us all to share in His Life and His Mission.

We are the Body of Christ.  
We are Corpus Christi!

### **Vision**

The Catholic Faith is taught, lived and witnessed in the daily life of our school, and our faith inspires and encourages us to reach out in love to others.

Recognising that everyone is made in the image and likeness of God, we will:

- Encourage all to strive for excellence and achieve their individual God given potential
- Respect and nurture every child in our school
- Provide enriching, exciting and creative learning opportunities
- Prepare children for life in a modern and diverse society
- Work in partnership with our staff, Governors, parents, Parishes and the wider community for the good of all

As a Catholic school we are called to be a school of prayer reflecting on Sacred Scripture and celebrating the Sacraments. Through this we are inspired to lead and nurture every member of the school community to grow in the knowledge and love of Jesus as we pray and worship together.

## **1. INTRODUCTION**

Pelican Club is run by Corpus Christi Catholic Primary School and exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment. The club operates from 7.30am to 8.45am and from 3.20pm to 6.30pm (term time excluding INSET days or the last afternoon of the Autumn, Spring and Summer Terms). The current prices for each session can be found in Appendix A, copies can also be obtained from the School Office upon request and on the school website.

## **2. ADMISSIONS**

- Children attending Corpus Christi Catholic Primary School from nursery to year 6 are eligible to attend Pelican Club.
- All places are subject to availability.
- A registration form must be completed prior to the child's commencement at the club, containing information about the child's date of birth, address, health, dietary requirements and contact details.
- All staff are made aware of the details when a new child is registered.
- Children's attendance is recorded on a register.
- Priority is given to children already attending the club and then to siblings of children already attending.

## **3. ARRIVAL AND DEPARTURE**

### **3.1. Before School Club**

- Parents/Carers are required to bring their child directly to the club, which is held in the school hall, and to ensure that they are marked in on the register.
- The children will be sent to their classes at 8.45am by school staff.

### **3.2. After School Club**

#### *Collection Of FS/KS1 Children*

- FS/KS1 children will be taken to the club by their class teacher where staff will welcome and register them.

#### *Collection of KS2 Children*

- KS2 children will be sent to the club by their class teacher where they will be met and registered by school staff.

#### *Departure*

- When a parent/carer or named collector collects a child they must:
  - inform a member of staff that they are collecting a child/children
  - sign out the child/ren - including the time of departure
- Parents/carers must ensure that the club supervisor is informed in advance about any person who may collect their child.
- Parents must inform the club supervisor if their child is going to be absent from the club.

## **4. DAILY ROUTINE**

Children are dropped off and collected from the school hall. Parents/carers must ring the bell to attract attention. On arrival all children are marked in on the register, upon collection the adult collecting the child must sign them out and enter the collection time.

### **4.1. Morning Session -7.30am – 8.45am**

Parents bring their children to the Club, situated in the school hall, where there are a range of activities and breakfast is available.

- At 8.45m the children are sent to their classes in time for the start of the school day.

### **4.2. Afternoon Session - 3.20pm - 6.30pm**

- 3.15/20pm Foundation Stage and Key Stage 1 children are taken to the school hall by their class teacher where they are offered a snack, a drink and a quiet activity.

- 3.20pm KS2 children are sent to the school hall by their class teacher, where they are also offered a snack and a drink.
- If the weather is good, the children are then invited to play outside, using a range of small and large equipment and the trim trail.
- At 5.00pm, children return to the school hall to eat (this time may be subject to change). There are hot meals available for those booked in on a long session.
- After their tea, children can take part in a wide range of activities, including the special craft activity of the day.
- Children on a short session can be collected at any time up to 4.30pm.
- Children on a long session can be collected at any time up to 6.30pm.

## **5. BEHAVIOUR**

Whilst attending Pelican Club, children are expected to:

- Use socially acceptable behaviour
- Comply with the normal school rules
- Respect one another, accepting differences of race, gender, ability, age and religion
- Choose and participate in a variety of activities
- Ask for help if needed
- Enjoy their time at the Club

Positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- Informing parents about individual achievements

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- If the situation continues, staff will discuss the best way forward with senior management.
- Senior management will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
- If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

## **6. FIRST AID**

- All accidents will be recorded in the Club's accident book, accurately reported to the parents/carer upon collection and signed by a member of the Pelican Club staff.
- Accident records will give details of:
  - Time, date and nature of the accident
  - Details of the child involved
  - Type and location of the injury
  - Action taken and by whom
- Parents of any child who become unwell while at the club will be contacted immediately. If a child is sent home during school hours, Pelican Club will be informed of their absence.

## **7. MISSING OR UNCOLLECTED CHILDREN**

### **7.1. Missing Children**

In the event that a child goes missing, the following procedure will be undertaken: Appropriate school staff will be informed of the missing child. The Club Supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing then the emergency services will be contacted.

### **7.2. Uncollected Children**

Parents will be contacted in the first instance by telephone. Emergency contacts will be contacted in the second instance. If these contacts are unavailable after approximately one hour then the Police and Social Services will be informed.

## **8. PAYMENT OF FEES**

It is a requirement of the club that parents must pay their fees for each half term on or before the date of the invoice. If you chose to pay using childcare vouchers please be aware that they can take a few days to reach the school bank account. Please bare this in mind when paying near to the invoice payment date. This avoids any bad debts.

It is possible to pay fees by ParentPay, childcare vouchers or using Government Tax Free Services. Cash and cheques will only be accepted in exceptional circumstances and only with prior agreement.

If a parent is experiencing difficulty with payment of their fees then they should contact the school office staff in confidence as soon as possible.

A late payment administration fee of £25 will be incurred for invoices not settled by the date on the invoice, this will be two weeks prior to the end of the half term, unless arrangements have been registered in writing with the school office.

**Consistent non-payment of fees on time will result in the withdrawal of your child's place at the Pelican Club for the following half term.**

### **8.1. Pupil Premium Grant**

Parents of children in receipt of Pupil Premium Grant will be entitled to reduced session rates. Late payment and late collection fees will still apply.

Please see Appendix A for the fee schedule.

### **8.2. Cancellation / Refunds**

We require a minimum of two weeks' term time notice if you wish to cancel your child's sessions.

We will not refund money if you cancel your booking without the requisite notice or if your child is absent from school.

### **8.3. Procedures for payment of fees**

Fees should be paid via ParentPay ([www.parentpay.com](http://www.parentpay.com)) or via childcare vouchers. **Fees must be paid in full by the date on the invoice.**

We are registered with the following childcare voucher providers:

- Care-4
- Computershare
- Co-operative flexible benefits
- Edenred childcare vouchers
- Fideliti childcare voucher scheme
- Kiddivouchers
- Sodexo
- Busy Bees
- Apple Employee Benefits
- Government Tax Free Childcare Vouchers
- Fair care

If you need to book your child in for a one-off session which is not part of your usual arrangements, you will be invoiced separately. One-off sessions are subject to availability and must be agreed prior to attendance.

#### **8.4. Late collection Charges**

We understand that there may be occasions when parents are late collecting their child due to unforeseen circumstances. On these occasions please call the club manager on 07894 551874 as early as possible and let them know that you are going to be late.

#### **Late Collection after 6.30pm (long session)**

Collection after 6.30pm session: £25

Children collected after their session times of 6:30pm will be issued with a £25 late collection fee. An invoice will be issued separately for this charge. Payment must be made by the date given on the invoice. Persistent late collection after 6.30pm (3 times) will result in your child's place in Pelican being reviewed and possibly cancelled.

#### **8.5. Changes to days attended**

If you would like to make any changes to the days/sessions your child attends please pick up an 'Amendment/Cancellation Form' from the school office or email the school: [pelican@corpuschristi.rbksch.org](mailto:pelican@corpuschristi.rbksch.org) We also require a minimum of 2 weeks' notice in order for a cancellation to be made (please see section 8.1). You must wait for confirmation that we can meet your request before your child can change their session.

### **9. RELATED POLICIES**

- Behaviour Management Policy
- Health & Safety Policy
- Safeguarding and Child Protection Policy

## APPENDIX A

### **Schedule of Club Charges: FROM SEPTEMBER 2025**

#### Session rates:

7.30am – 8.45am	£8.50
3.20pm – 4.30pm	£10.50
3.20pm – 6.30pm	£15.50

#### Sibling session rates:

7.30am – 8.45am	£7.50
3.20pm – 4.30pm	£9.50
3.20pm – 6.30pm	£14.50

### **Pupil Premium Grant Charges:**

#### Session rates:

7.30am – 8.45am	£6
3.20pm – 4.30pm	£6
3.20pm – 6.30pm	£8

(There are no reductions made for PPG siblings)