

Our Lady of Lourdes RC Primary School



An Academy School Part of
The Good Shepherd Catholic Trust



Breakfast & Afterschool Club Policy

Our Mission Statement:

*We are a catholic school. We strive to be a sign of Christ's presence in the world.
We follow Jesus.*

Date Approved by Governing Body:	23 rd February 2026
Date To be Reviewed by:	Spring 2029
Signed By:	Richard Sharman - Chair of Govenors

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1. Introduction

This policy sets out the arrangements for Our Lady of Lourdes RC Primary School's Extended School Breakfast and Afterschool Club provision. The club provides wraparound care for pupils before and after the school day in a safe, nurturing environment.

2. Aims of the Club

Our Extended School Club aims to:

- Provide high-quality care in a safe and stimulating environment.
- Complement the school day with enriching activities.
- Promote pupils' social development through mixed-age interactions.
- Ensure a smooth transition between home and school.
- Support families by offering flexible childcare options.

3. School Readiness Criteria

For a child to attend the Extended School Club, they must demonstrate the following readiness indicators:

3.1 Essential Criteria

To ensure the safety and wellbeing of all children attending the club, pupils must be able to:

- **Separate confidently from their carer at drop-off time** - showing emotional readiness to engage with club staff and activities.
- **Use the toilet independently without adult assistance** - managing their personal care needs. This does not mean that a child who has the occasional toilet accident would not be allowed to attend.
- **Consistently follow instructions from adults**- responding appropriately to staff directions to maintain their own safety and that of their peers.
- **Stay alert and engaged throughout the school day** - demonstrating that early/late attendance does not negatively impact their ability to learn and be happy in school.
- **Mix confidently with peers from different year groups** - interacting positively in a mixed-age environment.
- **Demonstrate growing confidence in the school environment** - settling into routines and showing comfort in the school setting.
- **Show positive learning behaviours** - interact positively with peers which demonstrate our school values.

If you are unsure whether your child is ready, please arrange to meet with your child's class teacher to discuss this. Nursery and Reception pupils will settle into the school routine before they are extended school provision can be considered.

Existing pupils who were at Our Lady of Lourdes Nursery and already attended the provision in the previous year, are able to attend the Breakfast and Afterschool Club on starting in Reception, providing there were no previous concerns.

3.2 Safety Requirements

Crucially, for a child to attend the club:

- It must be safe for them and their peers - the child's attendance must not pose risks to themselves or others.
- They must consistently follow adult instructions to keep themselves safe - demonstrating the ability to respond to safety guidance.

4. Assessment Process

4.1 Initial Assessment

Before a child begins attending the Extended School Club, an assessment will be conducted involving:

- The child's class teacher.
- School Phase Leaders.
- The Pastoral Leader (where appropriate).
- The SENDCo (where appropriate).
- Parents/carers.

This assessment will consider:

- The child's current development and needs.
- Behaviour patterns and ability to follow instructions.
- Physical and emotional readiness.
- Any special educational needs or disabilities.
- Any reasonable adjustments that may be required.

4.2 Ongoing Review

The school will:

- Monitor each child's readiness and wellbeing whilst attending the club.
- Communicate openly with parents/carers about their child's progress and any concerns.
- Make decisions about continued attendance based on the child's ability to meet the readiness criteria safely.
- Conduct regular reviews in consultation with the class teacher, the Pastoral Leader and/ or SENDCo where appropriate.

4.3 Decision-Making

Decisions regarding a child's suitability to attend the Extended School Club will be made by the Headteacher in consultation with:

- The class teacher
- Phase Leaders
- The Pastoral Leader (where appropriate).
- The SENDCo (where appropriate)
- Parents/carers.

All decisions will be made with the child's best interests, safety, and wellbeing at the forefront, alongside the safety and wellbeing of other children attending the club.

5. Requests and Reviews

5.1 Not Part of Statutory Provision

Parents/carers should note that the Extended School Club is **not part of the school's statutory provision**. Attendance is optional and subject to the child meeting the readiness criteria outlined in this policy. As the Extended School Club is not statutory provision, there is no formal appeals process for decisions regarding attendance.

5.3 Ongoing Review Requests

However, the school recognises that children develop at different rates and circumstances can change. Therefore:

- **The school will happily review a request for attendance on an ongoing basis.**
- Parents/carers may request a review at any time if they believe their child's readiness has developed.
- Reviews will follow the same assessment process outlined in Section 4.
- The school will work collaboratively with families to support children in developing the necessary skills for club attendance where possible.

5.4 How to Request a Review

Parents/carers wishing to request a review should:

1. Contact the School Office and outline their request i.e. days and times needed. This is to ensure that there are spaces. During the academic year we may operate a waiting list depending on demand.
2. Provide any relevant information about changes in their child's development or circumstances.

The school will endeavour to respond to review requests within 14 school days and arrange an assessment meeting where appropriate.

6. Supporting Children to Develop Readiness

The school is committed to supporting all children in developing the skills needed for Extended School Club attendance. This may include:

- Targeted support in class to develop independence skills.
- Gradual transition plans (e.g., attending for shorter periods initially). This has to be right for the child. School cannot accommodate work patterns as the decision is based solely on the child's needs.
- Reasonable adjustments for children with SEND. Please note this could be reasonable adjustments within the school day to support their development to become ready for a longer school day. Adjustments that are made to support your child during the school day are designed to foster independence and cannot always be replicated in the Extended School Provision.
- Signposting to additional support services where appropriate.

7. Safeguarding and Safety

The safety of all children is paramount. The school will:

- Ensure appropriate staff ratios are maintained at all times.
- Conduct risk assessments for all club activities.
- Follow the school's safeguarding policy and procedures.
- Ensure all staff are appropriately trained and vetted.
- Maintain clear behaviour management procedures aligned with the school's behaviour policy.

Where a child's behaviour poses a risk to themselves or others, the school reserves the right to suspend or withdraw club attendance.

8. Policy Review

This policy will be reviewed every three years by the governing body in consultation with:

- The Headteacher
- The Pastoral Leader
- The SENDCo