'So in everything, do to others what you would have them do to you.'
Matthew 7:12

Before/After School Care Policy

St Mark's Before School Care and After School Care (Wraparound Care) provides childcare for pupils attending the school aged 4 to 11 years during term time.

The primary purpose of our Before and After School Care is to provide childcare and allow parents/carers flexibility around the school day in order to fit in with work and family life.

We aim to provide a secure, happy and welcoming place at the start and end of the school day where all children are valued. The emphasis is on play and leisure and, as this is an important part of the school day, creating time and space for play and leisure makes a valuable contribution to supporting children's health and wellbeing.

Staffing

Mrs Sharon Oliver is the Before School leader and Mrs Diane Ward is the After School Manager. An additional member of the school staff will always be available to support them during the sessions.

Opening hours

The Before School Care session starts at 8.00am. Children will have the opportunity to engage in a range of quiet activities and/or play before they are taken into their classrooms at 8.30am prior to the start of the school day at 8.50am.

After School Care will begin at 3.30pm and finishes at 5.30pm Monday to Thursday. If your child is participating in an after-school extra-curricular activity, 3.30pm to 4.30pm, they can join the After School Care at 4.30pm until 5.30pm.

Fees

Before School Care	8.00am – 8.30am	£3.50 per child per day
After School Care	3.30pm – 4.30pm	£4.50 per child per day (inc extra-curricular activities)
	3.30pm – 5.30pm	£9.00 per child per day

Childcare provision is not subsided by the school budget therefore must be self-sufficient. All fees are subject to change.

Payment of Fees

Fees, if possible, should be paid in advance but must be paid at the end of the week. Unpaid fees will result in the loss of a place at the childcare sessions.

Payment of fees should be handed into the school office in a sealed and named envelope. Please make cheques payable to Lancashire County Council. Fees will not be charged for absences. Parents can request a receipt for any payment made.

Booking

Booking is not necessary for Before School Care sessions. However, for After School Care, which includes extra-curricular activities, prior booking is essential. To make a booking parents can either telephone 01704 880636, email the school (head@st-marks.lancs.sch.uk) or complete a booking form which can be found on the school website (www.st-marks.lancs.sch.uk) or displayed outside the school office. A request for a 3.30pm until 4.30pm place Monday to Thursday must be made by lunchtime (12 noon) on the day that wraparound care is required. In order to effectively manage and organise after-school care and to be able effectively manage and deploy wraparound staff, bookings for 3.30pm until 5.30pm must be made **at least** 24 hours prior to the required wraparound care. We understand that there could be exceptional circumstances when an after-school place might be required with no prior booking. We will try to accommodate such circumstances accordingly.

Before School Care Drop-off Point

Please bring your child to the main entrance door and ring the bell.

After School Extra-Curricular Activities/After School Care Collection Procedures

After school extra-curricular activities run from 3.30pm until 4.30pm (Monday to Thursday)
There is a charge for these activities of £4.50, per child per session.
Each child must be collected from the club by a parent or a person authorised by the parent/carer on the registration form. If someone else comes to collect the child, parents must inform a member of staff or send in written permission in advance otherwise the child will not be allowed to leave with them.

Parents are to wait on the playground and the children will be escorted to them by a staff member.

All children must be collected at 4.30pm if they are staying for an after school extra-curricular activity or if they are staying for the first session of After School Care and by 5.30pm if they are staying for After School Care.

Uncollected Child Procedures

If a child is not collected at their expected collection time, we follow the procedures below.

- Parents/carers are contacted at home or at work. If this is unsuccessful, the adults

who are authorised by the parents to collect their child and whose telephone numbers are recorded on the registration form will be contacted.

- All reasonable attempts will be made to contact the parents or nominated carers.
- The child will not be allowed to leave the premises with anyone other than those named on the registration form.
- If no-one collects the child within one hour of their expected collection time and there is no-one who can be contacted to collect the child, we will contact the local authority children's social care team.

Where children are collected more than 10 minutes late from an extra-curricular activity or after-school care session on 2 occasions they will automatically lose their place at after school care for the rest of the academic term.

School Policies and Procedures

Please refer to the school website for other policies and guidelines, including our safeguarding and behaviour policy. With regards to behaviour, if a child is consistently not following our rules after communication with parents they will not be accepted into the Before or After School Care and parents will need to look for alternative provision.

Accidents

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book.

Responsibilities of children

- Children are responsible for listening to staff when they are told which parts of the school they can play in because this may be different on different days.
- Children must not leave the area they are playing in without telling a member of staff.
- Children must not open doors to let in parents or anyone else even if they are known to the children.
- Older children must go straight to after school room at the end of the school day or after any school activity if they are booked in for a session. Younger children will be accompanied by a member of staff to the after-school room.

Responsibilities of staff

- Collecting any booked EYFS and KS1 children from their classroom teachers at the end of school and taking them to the room
- Recording any incidents or accidents that may occur accurately and discussing these on the same day with the person who collects the child concerned.
- Ensuring that at all times at least one member of staff is aware of the whereabouts of each child during the session.
- Only handing over a child to a responsible person named by the parent
- Be completely up-to-date with first aid/safeguarding training and fully understand their

responsibilities

Responsibilities of parents/carers

- Making sure that the contact details they have provided are correct and that the school is told about any changes
- Making sure that they collect their child/ren on time
- Notifying the staff as soon as possible if they anticipate being later that planned collecting their child/ren (emergences only)
- Letting the staff know if they have any concerns about their child/ren relating to the before/after school sessions
- Collecting their child/ren from the school playground and not asking children or other parents/carers to let them into the school building. Keeping all doors and gates locked behind them

Safety and Security of Children

The safety and security of children attending our clubs is an extremely important matter and everyone concerned has a part to play

Snacks and Drinks

We do not provide breakfast at Before School Care. Children can bring their own breakfast to eat during the session if they so wish. Snacks and a drink are provided for all pupils attending After School Care. Snacks include biscuits, fruit, toast, sandwiches, cakes, sugar-free squash and water. We will always be careful to ensure the allergies and dietary requirements of all children are met and no child is excluded.

Activities

There are a wide range of activities for your child to access at the After School Care. There are a selection of puzzles, board games, picture and story books, imaginative play resources, craft activities, construction material eg Lego. There is also an opportunity for the children to play in the school hall or outside (weather permitting) in the early years' outdoor area or the playground.

Complaints Procedure

All complaints in writing by a parent regarding the before and after school clubs will follow the school complaints procedure

Medication

Inhalers are kept in the school office. If a child needs their inhaler then a member of staff will escort them to the office to observe that the medication has been taken correctly. Other medication will be administered according to the existing school policy on medication.

Emergencies

As part of the registration form parents will be asked to complete emergency contact numbers to enable staff to contact them in a case of emergency

Fire Procedures

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's playground in a line. The wraparound care register for the day will be called and all names will be checked. There will be regular fire practices in accordance with the school's emergency fire and evacuation policy.

Safety and School Policies

Health and Safety

Before and After School wraparound care is run by the school and the existing Health and Safety Policies will be followed. Areas used will be checked regularly by staff to ensure the safety of the children

Equal Opportunities

Before and After School Care will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. All children and their families will be treated with equal concern and value

Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of the wraparound care have current DBS clearance. These records are held in the school office. Staff will follow existing school policies and procedures for child protection and the code of conduct

If you want to know more about our procedures or have a concern, please speak to one of the following

Designated Safeguarding Lead (DSL)	Mrs Suzanne Christy (Headteacher)
Deputy Designated Safeguarding Lead (DSL)	Mrs Judith Piper (Classteacher)

Reviewed September 2026