Highfield St. Matthew's Church of England Primary School

As Jesus tells us, 'Let your light shine before others, that they may see your good works, and glorify your Father who is in heaven' (Matthew 5:13).

Trinity Before and After School Club Policy

September 2026

Review Date: September 2028

Our Christian Vision

'Let your light shine before others, that they may see your good works, and glorify your Father who is in heaven' (Matthew 5:13). Our vision inspires and challenges the community we serve to achieve excellence in all they do, and to learn about life in all its fullness, within a welcoming Christian family.

School Aims – How we will Let Our Light Shine

- Every child feels valued, safe and cared for, and makes a positive contribution to their own development and the life of the school, with Christ at its centre
- Our bespoke SHINE curriculum, based on excellence and high expectations, provides rich experiences which motivates, challenges, develops resilience and meets the needs of all children
- Every child achieves their potential and develops their talents and creativity, preparing them for a role in a global society with a lifelong love for learning
- Children & families develop understanding of a faith and Christian values that can guide their lives; knowing Jesus, and putting into action what they are coming to believe and value
- The whole school family flourishes and serves the local Church and community

Introduction

Trinity Before and After School Club is run by Highfield St Matthew's CE Primary 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 – 8.40am and 3.15pm-5.30pm Monday to Friday term time only. A copy of this policy is provided to all parents upon registration, and is also available on our school website.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of the policy ***prior*** to children attending.

Admissions

- Trinity is available to all pupils attending Highfield St Matthew's CE Primary in Reception-Year 6. Nursery places are also available.
- All places are subject to availability
- The registration process must be completed prior to a child attending Trinity
- Places are available on a pre-paid basis via School Money. If using the government childcare voucher scheme, these need to be paid to school 1 week prior to making your booking.

Arrival and Departure

Before School

- Parents are required to bring their children into the Trinity building and sign them in, including the time
- You should enter the club via the dedicated Trinity Building main entrance
- Your child's name will be checked against the register of children booked on for that particular day, any discrepancies will be discussed with you
- Children will be escorted from the Trinity building across the school playground and into school via the Key Stage 2 ramp at 8.40am. Once inside, children in Year 5 & 6 make their way to their classrooms. Children in Nursery/Reception – Year 4 are escorted to their classrooms by Trinity staff

After School

- Children in Nursery/Reception-Year 4 are collected from their classrooms by a member of Trinity staff at the end of the school day/session.
- Children in Year 5&6 are collected from outside the small hall by Trinity staff at 3.15pm
- Trinity staff will take the register of all children who are booked into the club for that particular day. Any discrepancies will be investigated with the class teacher to determine a reason why a child is not accounted for
- Children attending extra curricular activities e.g. Fit2Play are escorted over to the Trinity building by a staff member running the club. The register is taken for these children
- When collecting children, parents must sign their children out, including the time
- Parents/carers must ensure that any person who may collect their child is listed on the registration form, and that this list is kept up to date at all times

Illness/Absence

- Parents should notify Trinity directly (07917550213) if a child is booked into a Breakfast session and will be absent. *Parents also need to notify the school office as usual about their child's absence.* This is because Trinity staff have multiple roles within school and usually transfer straight from their Trinity role into class.
- Absences with less than 24 hours notice are non-refundable
- The School Office will notify the Trinity of staff of children who are booked into an after school session who are absent so registers can be amended accordingly
- If your child needs medicine to be administered at school, this may be handed in to Trinity staff. In line with our Medicine Policy, you will be asked some questions about the nature of the medicine and frequency of dosage, and you will be asked to complete a consent form. Trinity staff may contact a Senior Leader before accepting the medicine.

Daily Routine

Breakfast

- Children arrive and signed in on arrival by their parent/carer.
- Breakfast is served on arrival of the child's choosing.
- A range of stimulating and creative activities are provided.

After school

- Children are collected from school using the register and taken to the Trinity building.
- Snack is served
- A range of stimulating and creative activities are provided.

Behaviour

Whilst attending Trinity children are expected to:

- Follow our school rules of Ready, Respectful and Safe
- Choose and participate in a range of activities
- Ask for help if needed
- Enjoy their time in the club

In line with our school Behaviour Policy, staff will encourage good behaviour by:

- Acting as positive role models
- Praising appropriate behaviour
- Understanding that although part of school, Trinity is a relaxed, nurturing environment for children to play and socialise
- Awarding a Trinity Certificate in the weekly school Celebration Worship for a child who has attended and demonstrated the desired behaviours and attitudes

Dealing with inappropriate behaviour

- Inappropriate behaviour will be dealt with in the first instance in a calm, firm and positive manner, in line with our school Behaviour Policy
- If a warning does not suffice, a child will be temporarily moved from an activity/area for reflection
- Staff will explain why the behaviour is inappropriate
- Staff will encourage and facilitate mediation and negotiation between children if necessary
- Staff will consult with parents to formulate clear strategies for persistent inappropriate behaviour

If, after consultation with parents, and the implementation of behaviour strategies, a child continues to display inappropriate behaviour, the club may decide, with agreement of the headteacher, to suspend the child from Trinity for a fixed period of time. The reasons for this decision will be clearly explained to the parents and child. In line with our school Behaviour Policy, a decision to suspend a child from Trinity and/or school for a fixed period for a one-off serious incident.

First Aid

- All First Aid administered will be recorded in the First Aid book, with a slip handed to parents
- All incidents are dealt with by a qualified First Aider

Parents of any child who becomes unwell during Trinity sessions will be contacted.

Uncollected Children

If a child has not been collected by 5.30pm, parents will be contacted via telephone. Additional emergency contact will be contacted if needed. If no contact can be made, Trinity staff will liaise with a school DSL, and Social Services will be contacted after approximately one hour i.e. 6.30pm.

A charge will be levied for late collection after 5.35pm equal to the cost of paying for 2 staff members to remain with the child, plus the cost of the caretaker. This charge will be added to the parent's School Money account to be paid in full before any further sessions can be booked.

Payment of Fees

All sessions must be booked and paid for in advance via School Money. If using the government childcare voucher scheme, these need to be paid to school 1 week prior to making your booking.

Booking must be made and paid for before midnight, the day before the session. Bookings will only be taken after this time in a one-off emergency situation.

Any accounts that end up in arrears e.g. Emergencies only within 24 hours must be cleared before further bookings can be made.

The parent who signs the Trinity contract is known as the 'Contracting Parent' and is responsible for payment of all fees.

If a parent if experiencing difficulty with payment of fees, they should contact the Trinity Manager in the first instance and as soon as possible. Our staff will treat all matters confidentially and sympathetically.

Current fees:

Before school Sessions	7:30 - 8.40 am	£5.80 per child per session
	8:00 – 8:40 am	£4.80 per child per session
	8:20 - 8:40am	£2.40 per child per session
After school Sessions	3:15 – 4:30 pm	£5.80 per child per session
	3:15 – 5:30 pm	£9.30 per child per session

If your child is collected early or dropped off later, the **full** fee for the session will still apply. If your child is collected after the booked session, the fee for the following session will be payable and will be added to your School Money account. This amount must be cleared before further sessions can be booked. No bookings can be made on the day apart from very exceptional circumstances.

Breakfast/Snacks

Children are offered breakfast during before school sessions and snacks during after school sessions. We follow the guidance for school food as set out by the DfE https://www.gov.uk/government/publications/school-food-standards-resources-for-schools/school-food-standards-practical-guide

We will cater for vegans, vegetarians and individual dietary requirements for medical reasons. Children should not bring in their own food to consume during Trinity sessions.

Special Needs

Many children, at some time, have additional needs, which may be physical, emotional, learning or behavioural.

Our aim, at all times, is to ensure that the best possible course of action is taken for the benefit of the child.

Subject to parent consent the Special Needs Co-ordinator may be required to: -

- Seek additional help and resources to support a particular need (i.e. books with enlarged print).
- Consult with outside agencies (i.e. Health visitor, Occupation Therapy)
- Consult with staff
- Draw up Special Needs plans

Equal Opportunities

We aim to create a culture of inclusion and promote equal opportunities. Positive attitudes are fostered to support children in preparation for experiences and opportunities in adult life. We promote respect for children's background, culture and home language by acknowledging and celebrating differences.

To meet these aim staff ensure that all resources and materials used

- Reflect the reality of an ethnic and culturally diverse society
- Show positive images of both male and females in society including those with disabilities
- Reflect non-stereotypical images of all groups
- Be equally accessible to children and staff in line with Health and Safety requirements
- Do not include any materials that are racist or sexist

Staff organise the environment to provide

- A balance of activities that are appropriate to the age and the stage of development of the children
- Opportunities for all children to experience all activities without feeling pressured or intimidated
- Equal access to all activities for all children, regardless of gender, ethnicity, social circumstances, ability and disability

Complaints

Trinity is run by Highfield St Matthew's CE Primary and therefore under the Headteacher. Any concerns you may have we would encourage you to try to resolve in the first instance with the Trinity Manager. If unresolved, complaints should be made in line with the school Complaints Policy which is available on our website.

Related School Policies

- Child Protection Policy
- Behaviour Policy
- Anti Bullying Policy
- Equal Opportunities Policy
- Health and Safety Policy