



The Gem Federation

Wraparound Care

After School Club

1. Purpose

The After School Club at the Gem Federation provides a safe, engaging and enjoyable environment for pupils at the end of the school day. This policy outlines the expectations, procedures and conditions for attending the club.

2. Opening Times

After School Club runs from Monday to Friday, during term time only at the following times:

Bessemer: 3:30pm-5:45pm

Goodrich: 3:30pm-6:00pm

Keyworth: 3:30pm-5:55pm

The school closes early on the last day of term in the Summer and Christmas terms and therefore no After School Club operates on those days.

Any other planned or unplanned closures will be announced by the school as soon as possible, via email, text and/or notification.

3. Activities

Children have access to a wide variety of activities each day, including:

- Physical games and outdoor play
- Creative arts and crafts
- Board games, construction toys and social activities
- Quiet reading and independent learning
- Age-appropriate free-choice play

Our aim is to provide a fun, inclusive and stimulating environment for all pupils.

4. Snacks

A healthy snack is provided each session.

Our menu is varied, nutritious and compliant with government school food standards.

Parents must inform the school about any allergies, dietary requirements or medical conditions prior to booking.

5. Costs and Payment

The cost per session is displayed on the booking platform and available on the school website.

Payments must be made at the time of booking.

Unpaid bookings may be cancelled by the school.

6. Booking Process

All sessions must be booked in advance.

Bookings open half-termly and are offered on a first-come, first-served basis.

Booking for each session closes at 2:00pm on the day of the club.

Any child arriving without a booking will be admitted only if space is available and an additional fee will be charged.

Parents/carers are responsible for:

- Checking bookings are correctly made
- Ensuring payment is completed
- Making necessary arrangements in advance

7. Cancellations, Absence and Refunds

If a session is cancelled before 2:00pm on the day of the session, a refund can be applied to the parent/carer account.

Sessions cancelled after this time will only be refunded under exceptional circumstances.

Exceptional Circumstances

Cancellations or credits will only be considered if there are genuine exceptional circumstances, such as:

- Serious medical emergency or hospital admission
- Sudden emergency
- School-requested cancellation due to operational or safeguarding reasons

Requests must be:

- Made in writing to the school office
- Considered on a case-by-case basis by the Senior Leadership Team

Sickness

- No refunds or credits will be issued for missed sessions due to a child's sickness or absence, whether notified or not.

The school's decision is final.

8. Late Collection

Children must be collected on time from the After School Club.

A late collection fee will be charged for any collection.

If a parent/carer is late three times in one term, their child may be removed from After School Club for the remainder of that term, and future bookings may be refused.

9. Behaviour and Safeguarding

All school behaviour, safeguarding and child protection policies apply.

The school reserves the right to withdraw access to the club if a child's behaviour places staff or pupils at risk, or if policies are repeatedly breached.

Collection by Authorised Adults Only

Children may only be collected by adults who are listed on the child's authorised collection list held by the school.

If someone not on the authorised list will be collecting a child, parents/carers must inform the school office in writing (email or message accepted) before 2:00pm on the day of collection.

For safeguarding reasons, staff may request proof of identity from any adult collecting a child.

Children will not be released to any adult who is not authorised, even if they are known to the child or claim to be a relative.

Persistent failure to provide correct and timely collection information may result in a review of the child's place in After School Club.

The school's safeguarding duty is paramount, and decisions taken by staff in relation to child collection are final.

10. Communication

The school will communicate updates, closures or changes to provision as soon as possible.

Parents must ensure the school holds current contact details, authorised collection lists, and medical/allergy information.

Breakfast Club

1. Purpose

Breakfast Club at The Gem Federation provides a calm, supportive and engaging start to the school day. This policy outlines the arrangements, expectations and procedures for attending Breakfast Club.

2. Opening Times

Breakfast Club operates Monday to Friday, term time only.

Children may arrive at any time after opening and before school starts.

The club finishes when pupils are released to their classes at the start of the school day.

Any changes, cancellations or unexpected closures will be communicated to parents/carers as soon as possible via email, text or website notification.

3. Activities

A range of activities is offered each morning, including:

- Quiet reading and learning opportunities
- Creative and construction activities
- Board games and social play
- Light physical play and movement activities

Our aim is to ensure children begin the school day positively, calmly and ready to learn.

4. Breakfast Provision

Children are provided with a healthy breakfast during each session.

Our menu is balanced, varied and compliant with government school food standards.

Parents/carers must inform the school of any allergies, dietary requirements or medical conditions prior to booking.

5. Costs and Payment

The cost per session is displayed on the school booking platform and available on the school website.

Payment is required at the time of booking.

Unpaid bookings may be cancelled by the school.

6. Booking Process

Parents/carers must book Breakfast Club sessions in advance.

Bookings close the day before the session.

Late bookings (after booking closes) will only be accepted if space allows, and late booking charges will apply.

Children arriving without a booking may be turned away if the club is at capacity, or admitted only where safe staffing ratios can be maintained.

Parents/carers are responsible for:

- Checking whether bookings are confirmed
- Ensuring payment has been made
- Updating the office with any changes to collection or medical information

7. Cancellations, Absence and Refunds

Once a session is booked, it cannot be cancelled or refunded.

Sickness

No refunds or credits will be issued for sessions missed due to sickness or absence.

Exceptional Circumstances

Cancellations/credits will only be considered for:

- Serious medical emergency or hospital admission
- Sudden emergency
- School-requested cancellation due to operational or safeguarding reasons

Requests must be submitted in writing to the school office and will be considered case-by-case by a member of the Senior Leadership Team. The school's decision is final.

8. Safeguarding and Arrival

All school safeguarding and behaviour policies apply at Breakfast Club.

9. Communication

The school will communicate updates, changes, booking windows, or closures as early as possible. Parents must ensure that the school holds current contact information at all times.