



About Little Saints

Little Saints are lucky enough to have access to the whole school environment, including the playground, the field and the recently opened Forest School Hive. We offer a balance of child choice and adult led activities, including cookery, den building, science experiments, outdoor games and seasonal arts and craft projects.

All of our staff are DBS checked and qualified First Aiders.

Admissions Policy

Little Saints is available to all children of school age who attend our school. If children who are not St John's pupils wish to attend, this will depend upon capacity with priority being given to pupils attending the school.

Currently our staff/pupil ratio allows for 45 children to attend Before School Club, Holiday Club and After School Club. Additional staffing will be considered should the demand for further capacity arise. When attendance is near to capacity, we will occasionally split the group into two to provide additional choices for the children.

We do not operate a waiting list - if you would like your child to attend and there are no spaces, please contact the office either by email or on 01785 251960 for further assistance.

Admission for a child with Specific Individual Needs

Children with Specific Individual Needs will be welcomed, ensuring all parties agree that the provision is suitable for the child and risk assessments where appropriate have been carried out. We will seek advice from relevant external professionals where necessary to ensure that provision continues to be appropriate and review as required.

Opening Hours and Fee Structure

Before School Club is open all year round with the exception of Bank Holidays, INSET days and a period over Christmas.

Sessions run from 6.45am to 8.45am or 7.45am to 8.45am in term time and 7.45am in the school holidays. The fee for the full session is £9.50 and the fee for the shorter session is £5. Breakfast is served until 8am only.

After School Club is open all year round with the exception of Bank Holidays, INSET days and a period over Christmas.

There are three sessions which run from 3.20pm - 6pm, 3.20pm - 4.30pm and 4.15pm - 6pm, to provide for those attending clubs, costing £11, £5 and £6 respectively.

Unless parents advise otherwise in writing, children will be provided with a snack and a cold drink during all sessions.

Holiday club is open for the majority of the school holidays except Bank Holidays, INSET days and a period over Christmas. This runs from 8.45am to 3.20pm and costs £20 per day. Children are to bring their own packed lunches for these sessions and snacks and drinks will be provided throughout the day.

Children are welcome to bring their own snacks to any session but please be mindful of the fact that we are a nut free school and no deduction in fees will be made for such provision.

Bookings, payments and refunds

All term-time bookings and cancellations are to be made at least 48 hours before the session commences. If you require last minute childcare, please contact the office on 01785 251960 and they will do their best to help. Cancellations made within the 48 hour period are non-refundable, even in case of illness, except for in exceptional circumstances, which will be considered on a case by case basis.

Please be aware that we are no longer able to accept last-minute bookings if your child's account is more than one session in arrears. This policy ensures we can accommodate genuine emergencies and helps families avoid unexpected large balances later on. Parents are responsible for making any required advance bookings. Childcare payment schemes are designed on the basis that parents arrange their own bookings and then claim reimbursement afterwards. These schemes do not expect childcare providers to offer extended credit, and the responsibility for managing payments rests with parents.

For safeguarding reasons, please notify the office or Little Saints even if the cancellation is made within 48 hours of the session.

Bookings and cancellations during the school holidays require a week's notice. If you have a last-minute childcare emergency, please contact Little Saints directly on 07542 508515 for assistance.

Holiday Club bookings for Nursery children need to be made at least three weeks in advance due to the increased staffing required.

In case of emergency closure, due to snow or other extraordinary circumstances, parents will be notified directly by Little Saints staff by 7am. If it is looking likely that a holiday club session will not be viable to run due to low pupil numbers, parents will be contacted as soon as possible to ensure alternative arrangements can be made.

Childcare vouchers can be used. Please contact our office on office@st-johns-stafford.staffs.sch.uk or call us on 01785 251960 to advise us of your provider so the necessary arrangements can be made

Arrival and Departure procedures

Arrival at Before School Club - On arrival, staff will mark children present in the register noting the time of arrival.

On departure from Before School club, children from Reception to Year 4 will be accompanied by a staff member to their classroom. The staff member will remain on the playground until the children have gone into school. Years 5 and 6 will make their own way into school from the club.

Arrival at After School Club School staff have a list which is updated daily showing which children from their class are booked onto After School club. Reception to Year 4 children will be collected from their dismissal points by Wraparound staff and escorted to the club. Years 5 and 6 will be expected to make their own way to the provision.

Non-attendance procedure If a child is on the register but does not attend After School Club without prior warning, Wraparound staff will check with school to see if the child attended that day. Should the whereabouts of the child remain unclear, Wraparound staff will immediately contact parents/carers. If the parent/carer does not know the child's location, then the lost child procedure should be followed.

Departures

No adults other than those listed on the registration form will be permitted to collect your child. If you need your child to be collected by someone other than the nominated people, you must advise either the wraparound staff or the school office and a password will be required.

If an adult not listed on the nominated forms attempts to collect your child without prior notification, staff will immediately contact parents/carers. Your child will not be released until we have received consent from you.

If collection is more than 15 minutes late, a flat fee of £3 will be applied retrospectively. This fee may be increased depending on the degree of lateness. In addition, if late collection is beyond 6pm and / or there has been no contact to explain

the late collection, an increased fee will need be charged retrospectively, due to having to pay staff out of hours rates to stay with your child and lock up the premises following collection. The value of this will depend on the degree of lateness and the circumstances involved

Sickness and Medication Policy

Wraparound staff are able to administer prescribed medication/ antihistamines during sessions provided that the appropriate form has been completed from the school office beforehand.

Little Saints staff will follow the Emergency Calpol policy practiced by the school. During afternoon sessions, staff will consult both parents and the school before administering medication to check that no doses were given during the school day.

All Individual Health Care Plans will be shared with the Wraparound team unless parents request otherwise in writing.

We are not able to provide care for children who are unwell and parents are asked to observe the 48-hour rule regarding sickness and diarrhoea before their child returns to the club.

Children must be able to apply their own sunscreen as staff are not permitted to do it for them, except in exceptional circumstances.

Behaviour

All school policies, including behaviour, apply as they do throughout the school day. If the behaviour of a child is incompatible with the safe and effective running of the club, parents will be advised in writing and the child will be given a verbal warning. Should the unacceptable behaviour continue, the child will be excluded from Little Saints for a period of time deemed appropriate to their behaviour. Little Saints reserves the right to permanently exclude any child who consistently fails to meet their behaviour standards.

By sending your child to Little Saints, you are agreeing to adhere to all of the above policies.

This policy was approved and adopted by the LAC on 10 February 2026. It will be reviewed in spring 2028.