St. Luke's Primary School

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We care, we create, we collaborate

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Head Teacher: Simon Wattam

October 2025

St. Luke's After School Club - Email: afterschoolclub@stlukesprimarybrighton.org

After School Club exists to provide high quality out-of-school hours childcare for our parent/carers. It provides a range of stimulating and creative activities in a safe environment. The club is run by a staff team some of whom work within the school.

The After School Club operates from 3.10 pm – 6.00pm term time. A copy of this policy is provided to all parent/carers of children attending the club

All parents must register with our online payment system iPAL using the following link
https://stlukesprimaryschool.ipalbookings.com/

Please note; you will not be able to book places through the system as we have limited capacity and allocation of places is made by the Club coordinators.

Once registered please keep your personal details up to date in case staff need to contact you.

Admissions

Only children attending St. Luke's School are eligible to attend. All places are subject to availability.
The registration process must be completed prior to the child's commencement at the club. All club staff are made aware of the details of a new child.
Children's attendance is recorded on a register.

Arrival & Departure

Children in Reception, Year 1 and Year 2 will be collected by a member of the club staff directly from their classroom.

Children in Year 3 and 4 will be collected by the band stand in the year 3 & 4 playground. Club staff will be there to meet them and will accompany them back to club.
Children in Years 5 & 6 will make their own way to club and will be ticked in on the register by a staff member.

A register will be taken to ensure all children are accounted for.
Departure

When a child is collected at the end of or during a session they must be signed out by a parent/ carer or a member of staff.

Parent/carers must inform a club member beforehand if someone else is collecting their child from After School Club.

Absence

Parent/ carers must inform after school club if their child is going to be absent from club or if their child is sent home during school hours, it is important that parent/carers advise of their absence by phoning the club telephone 07513 822089 or by email afterschoolclub@stlukesprimarybrighton.org

Daily Routine

3.10pm Children are collected from allocated pick up points. Staff members tick children in on the register and look for children that have not arrived.

3.30pm The children are offered fruit/biscuit and the children choose which activities they wish to take part in; this includes the choice of indoor or outdoor play.

4.30pm All children come together for snack time, a register is taken at this time. Children are offered a light snack. This generally consists of bread, crackers, rice cakes, wraps etc. with a choice of cheese, cucumber, carrot and spreads, followed by a piece of fruit/biscuit. Parent/carers should inform staff of any dietary needs so that this can be catered for.

5.00pm Children return to free play either indoors or outdoors.

5.45pm Tidy up time, children are encouraged to help tidy up and take responsibility for the environment.

6.00pm Pick-up

Behaviour

Whilst attending after school club children are expected to follow the school ethos and rules. The school Relationships Policy applies.

First Aid

The school first aid and administration of medication policy applies at all times. Parent/carers of any child who becomes unwell during club will be contacted immediately. A message or text can be left on the After School Club phone.

Missing or Uncollected Children

Missing child - In the event that a child goes missing, the following procedure will be undertaken:- senior school staff will be informed of the missing child, the club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. The parent/carer will be contacted. If the child remains missing, the emergency services will be contacted.

Uncollected child - If a child has not been collected by 6.00 pm parent/carers will be contacted in the first instance by telephone. The additional contacts parent/carers have provided will be telephoned in the second

instance. If these contacts are unavailable after approximately half an hour the police and social services will be informed.

Fees/Notice Period

Payment of Fees - Fees are to be paid in advance on a monthly basis. Invoices will be issued on 1st of each month. Payment is due for all contracted sessions even if your child is unable to attend their booked session.

The parent/carer signing the club's registration form is known as the 'contracting parent/carer' and is responsible for payment of all fees

If a parent/carer is experiencing difficulty with payment of their fees, they should contact the school finance office as soon as possible by email at finance@stlukesprimarybrighton.org. Our staff will treat all matters confidentially and arrange for a discussion in private.

Payment is made through our online system iPAL.
The club runs a waiting list and a child can be added at any time.

Half a terms notice is required to change or cancel any sessions by **email only** to afterschoolclub@stlukesprimarybrighton.org at the end of any half term or end of term.

Related Whole School Policies

The After School Club is an extension of the school, so all school policies apply to the running of this provision. Of particular note are:-

Safeguarding and Child Protection Policy Equal Opportunities Policy
Health and Safety Policy

First Aid and Administration of Medicines. Online Safety Policy.
Mobile Phone Policy.

Please visit the school website to view these policies.

GDPR

The school manages a range of data to support the welfare of your child(ren).
Authorised staff of the After School Club have access to this data and strictly follow data privacy procedures.