ST. STEPHEN'S JUNIOR SCHOOL

Extended Schools
Breakfast and After School Club
"A safe place to explore imagination, fun and friendship"

ATTENDANCE POLICY

Attendance

- All children will be signed in by a staff member on arrival.

- Breakfast club serves breakfast from 7:45am until 8:30am, children should arrive by this time if they wish to have breakfast.

- All infants, year 3 and year 4 children must be escorted to the main doors of the breakfast club. Please do not drop off at the gate or car park.

- Infant children will be escorted to the Infant's School and the Junior's will go straight to class at 8:45am.

- Reception age children may attend from 7:30am until 6pm. However, we will monitor your child and reduce the sessions if it is felt that they may need further time to adapt to the setting.

- Parents must text or telephone the Extended Schools Club Manager if the child will not be attending the session.

- Should a child attend either club without a confirmed booking, parents will be contacted to request that they collect their child.

- All parents will be expected to collect their child from the After School Club by the end of the booked session, either 5pm or 6pm. Charges will apply for late collection as per the payment policy.

- Parents unable to collect their child will need to nominate a responsible person to collect on their behalf and the agreed password will need to be given. The responsible person must be over the age of 16.

- If your child is unable to attend a session, you must notify the Extended School Manager, Mrs Gough directly by text, email or phone call.

- Please note, specific days / dates are booked in advance and if your child does not attend, a refund will not be given unless your child is absent from school through sickness.

- If you child has vomited or had diarrhoea they must not attend the setting for 48 hours.

- Sessions cannot be transferred to other pupils of either the Infants or Junior school.

It is the responsibility of the Headteachers to agree, review and monitor the attendance policy.

September 2025