

# *St. Joseph's R.C. Primary School*



## ***Holiday Club Policy***

February 2026

Review: February 2028

*"Treat others as you wish to be treated"*

## Policy Review

This policy will be reviewed in full by the Governing Body every three years.

The policy was last reviewed and agreed by the Governing Body in December 2025.

It is due for review in December 2028.

Hayley Francis



Date: February 2026

Head Teacher  
Lindsay Wise



Date: February 2026

Chair of Governors

St Joseph's Holiday Club is situated in the School Sports Hall. We offer a Holiday Club throughout the year, for children aged 2 to 11 years. These may be internal pupils, already in attendance as well as external pupils.

**Our Holiday Club aims to:**

- Provide a happy, safe and stimulating environment for all children to play, learn and develop during their time at Holiday Club.
- Provide a continuity in the care that is offered to Pupils at St Joseph's.
- Offer inclusive services that are accessible to all children and families in the community.
- Undergo regular monitoring and evaluation of our services to ensure that the Holiday Club continues to provide the highest quality of provision.

**Our Holiday Club is committed to providing:**

- Care and activities that put the needs and safety of the children first.
- A programme of activities that is interesting, educational, stimulating and fun.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- The opportunities to engage in the local community and further afield.

**Registering for a space at Holiday Club:**

To book a place for your child at Holiday Club you will need to complete the Holiday Booking Form (Appendix 1) where you can choose your sessions required. Parents will sign a data agreement section that explains that their details are stored on the school's management information system. More information can be found in the wider Schools GDPR policy.

**Holiday Club Charges:**

- Charge for a day - £28.00 (9.00am-3.00pm - children aged 3 year + and £35.00 for 2-year-olds).
- Breakfast Club - £4.00 (8.00-9.00am)
- After hours - £5.00 (3.00pm-4.00pm)
- After hours - £10.00 (3.00pm-5.00pm)
- A daily hot lunch is also available at a cost of £2.50

***\*Please note: Additional costs for trips may apply – these will be clearly stated on the Holiday Club timetable and in other communications.***

Holiday Club fees are paid at the time of booking or within a week of attending the session. Payment deadlines are stated on the invoice. Fees are payable via parent pay for St Joseph's pupils or bank transfer for pupils who do not attend St Joseph's to secure your child's place. Holiday Club also accepts Tax-Free Childcare payments. If you choose to use Tax-Free Childcare to pay for your child's Holiday Club place, you must pay this immediately after booking. Tax-Free Childcare payments are monitored and failure for payment to show after a reminder may result in your child's session/s being cancelled due to no payment.

### **Mealtimes (Lunchboxes and Snacks):**

At St Joseph's Primary School, we encourage children to make healthy choices, and we ask that families support us with this by providing lunch boxes with a variety of foods and healthy choices. During Holiday Club each child will need to bring in a packed lunch that is suitable for their dietary needs. Please note that St Joseph's School is nut free to accommodate those with nut allergies.

Parents are encouraged to pack a varied and healthy lunch box. All items of food must be 'Ready to Eat' and must be prepared in a way that is safe for your child to consume immediately. An ice pack in your child lunch is required due to fridges not always being available. Items that pose a higher choking hazard (Grapes, sausages, tomatoes and any small food) will need to be chopped into quarters at home. Staff on site will be unable to further prepare your child's lunch – this includes chopping items, heating items and preparing items beyond unwrapping.

An of idea for a typical lunch would consist of the following:

- Sandwich/Pasta/Couscous (No Nuts)
- A piece of fruit or vegetables (Prepared if necessary)
- A rice cake or crackers (No Sweets, No chocolate, No Nuts)
- A small packet of crisps/bread sticks

### **Hot Lunches provided:**

A hot lunch can be pre-booked at the time of booking your session. These meals are provided by our catering company *Apetito* at a daily cost of £2.50 per meal. An example of a week's menu will be as follows:

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Tomato Pasta	Chicken Goujons	Pasta Bolognaise	Pork Meatballs	Fish Goujons
Jacket Potato	Jacket Potato	Jacket Potato	Jacket Potato	Jacket Potato
Fruit/Yogurt	Fruit/Yogurt	Fruit/Yogurt	Fruit/Yogurt	Fruit/Yogurt

Children eat their lunches at tables within the Sports Hall, which acts as the main base for Holiday Club. Children are always supervised closely during mealtimes.

To ensure each child has access to fresh water, and to support the development of healthy teeth and a healthy diet, they are required to bring a water bottle filled with water. Cups of water are available for all children during their session; however, bottles may be more suitable when out and about the grounds or on trips.

Morning and afternoon snacks are offered daily (fresh drinking water is always accessible). Fruit, carbohydrate snacks and raw vegetables are offered throughout the session. We ask that parents cut up any foods into quarters that are more likely to cause choking in their lunchbox such as grapes, sausages, cherry tomatoes etc. Please see risk assessment for further information.

Each child will have a completed Medical Consent section of the booking form outlining any medical conditions they may have, as well as any special dietary requirements or food allergies. (Appendix 1)

### **Clothing:**

Children can wear home clothes and should have waterproof coats and wellies each day.

Please note that we will be out in all weathers during Holiday Club and so children should be dressed appropriately for the weather, including suncream and hats. Labelled suncream can be sent in with your child where it can be re-applied by a member of the Holiday Club in line with the permission given on the booking form.

Spare clothes are advisable for all should your child need to change.

### **Arrivals:**

All children are to arrive at the Sports Hall entrance, ready for the beginning of their session where they will be greeted by the Holiday Lead or member of the Holiday Club Team. Your child's attendance will then be marked on the daily register, stating the time they arrived. Please ensure that all children arrive promptly for their session to allow for activities to begin on time.

### **Absences:**

Cancellations must be made at least 48 hours before the day of attendance to be eligible for a full refund. For cancellations within 48 hours, no refunds will be issued.

If your child will not be attending their booked session, please inform the Holiday Lead by 8:30am or as soon as possible on the same day.

Contact the Holiday Club lead on: [holidayclub@st-josephs.hereford.sch.uk](mailto:holidayclub@st-josephs.hereford.sch.uk)

### **Collections:**

All children are to be collected from the Sports Hall front door at the end of their session to ensure that they can be signed out and messages can be passed on.

During Holiday Club we operate a 'Password System'. The password system allows for safe handovers of children and can be used if parents/carers wish to allow someone else to collect their child. In the event that your child needs to be collected by another person (18 years +), then they are required to provide the Holiday Club with their full name and a password that has been selected by yourself within this form. Please note that if any adult (Including a parent/carer) is not recognised by the Holiday Club team then they will be asked for this password. You must inform the Holiday Club Lead of who will be collecting your child.

In the event that someone else comes to collect your child, and we have not previously been informed, then your child will not be able to leave with the individual and the parent/carers will be contacted on the telephone numbers given above to gain clarity on the situation and to ensure the safe handover of the child. Children's departure times are recorded on the register.

In the event that a child is not collected, procedures for an uncollected child will be activated.

### **First aid:**

During Holiday Club all staff are paediatric first aid trained and paediatric training is renewed every 3 years.

All first aid will be recorded in the 'Holiday Club Accident Book' and the information will be passed on at the end of the session. If your/a child has a head bump then the parent/carer will be telephoned to ensure they are aware of this.

If your child becomes unwell whilst attending Holiday Club, the parent/carer will be called, and their wellbeing monitored by a member of the Holiday Club Team.

All staff are able to administer First Aid (Including: Plasters, bandages, cold compresses, Head Bump compresses, lifesaving first aid). Consent to administer first aid is given via the booking form.

In the event of an emergency, 999 will be called. The parent and carer will then be informed.

### **Medicines (Administering Medication):**

If a child requires medication during their time at Holiday Club, then this is to be handed to the Holiday Club Lead who will be able to complete the necessary medication forms with the parent/carer.

Please note, as per the usual school policy, that only prescribed medication can be given to any child by a First Aid trained member of the Holiday Club Team, although this will normally be the Holiday Club Lead. All medication needs to be in its original dispensing packaging, clearly stating the child's name and the exact dosage to be given. (Please note that staff will only be able to give medicine in accordance with its packaging).

If your child has an ongoing condition such as asthma that requires daily/lifesaving medication, then please note that they will not be able to attend Holiday Club unless they have the necessary medications with them, the forms are signed and medicines are correctly labelled and packaged.

Medication that is given will be recorded on the school's medication administration form which parents/carers will sign at the beginning and end of the session.

### **Child Protection and Safeguarding:**

The whole school Child Protection and Safeguarding Policy can be accessed via the school website: [Safeguarding Policy](#)

All staff receive annual safeguarding training (Or equivalent) with termly updates and will have sound knowledge of what to do if they are concerned for the welfare of a child. Holiday Club Lead's also has Level 3 Safeguarding Training (November 2025).

The Holiday Club lead is the DSL and to whom all safeguarding concerns are reported to. Concerns and appropriate actions are logged and recorded by the DSL on our internal management information system. Details of the local safeguarding agencies (MASH, LADO, Police) can be found within the whole school Child Protection and Safeguarding Policy.

All procedures are adhered to in accordance to St. Joseph's Safeguarding and Child Protection Policy.

### **Behaviour:**

We are committed to providing a safe, respectful, and inclusive environment for all children in our care. To support this, clear behavioural boundaries are established and communicated to all attending children, whether they are internal or external attendees.

In the event that a child does not adhere to these boundaries—particularly if their behaviour results in harm to others, damage to property, or significant disruption—we reserve the right to contact their parent or guardian. This may include, but is not limited to:

- Persistent refusal to follow instructions or behavioural expectations
- Physical or verbal aggression towards peers or staff
- Destruction or misuse of property
- Any behaviour that compromises the safety or wellbeing of others

Our staff will always aim to manage incidents calmly and constructively in the first instance. However, if the behaviour continues or escalates, or if the incident is deemed serious, a phone call will be made to the parent or guardian to discuss the situation and agree on appropriate next steps which may include collection of the child.

This policy applies equally to all children in attendance, regardless of their enrolment status.

### **Complaints:**

Whilst we know that our Holiday Club provides the highest quality of care to your child, should you wish to make a complaint then please see the usual school complaints procedure or speak to the Holiday Club Lead as soon as possible where this will be handled with the upmost importance. All complaints are adhered to in accordance to St. Joseph's Complaints Policy.

### **Emergency Evacuation:**

For all emergency evacuation procedures please refer to our Holiday Club Emergency Evacuation Procedures Policy.

Staff have all had inductions in the fire drill and are aware of the meeting points. (When in the Sports Hall, this is situated on the main school playground). Registers are taken on fire drills, as per usual practice, to ensure all are present and accounted for. There will be practice drills to ensure children know what is expected.

The Holiday Lead will take the Holiday Club portable phone in the event of an emergency (If safe to collect) and will be able to communicate with outside safety agencies.

In the event of an evacuation whilst the group are in another part of the premises, then they will go to the nearest fire meeting point and request help via the nearest telephone.

### **Supervision:**

The safety of the children is paramount, and the supervision of children plays a key role in this.

During Holiday Club the ratio of 1:8 will be followed at all times. There is always 2 members of staff/adults present each day in the Holiday Club.

Trip ratios are half of the normal, therefore being 1:4.

Risk assessments are in place to ensure the safety of all whilst on site, these are available upon request.

The Holiday Club Leaders are Mrs Lerego, Mrs Dick and Mr Smith

### **Missing child and uncollected children:**

The school's 'Missing child and uncollected children' policy lays out the procedure followed in the event that a child is not collected at the end of their session, or goes missing whilst in the care of the setting.

All children have booked sessions at Holiday Club, and the pickup time must be strictly stuck to by parents to ensure the safe departure of children and the closing of the site. If a parent or carer is aware they will be late for pick up, then they must telephone/email and speak to the Holiday Club Lead. We would like to note that Holiday Club finishes at 5:00pm and all children should have left site by this time.

Contact: [holidayclub@st-josephs.hereford.sch.uk](mailto:holidayclub@st-josephs.hereford.sch.uk)

Telephone: **01989 564655 option 4**

In the event that a child is not collected from Holiday Club and no contact is able to be made with the parents, carers or emergency contacts then, the Holiday Lead will contact a DSL on call (On Call – Please see above) and will notify them that a child has not been collected. The DSL on duty will ensure that the necessary action is taken, including the possible need of contacting MASH (Multi-agency Safeguarding Hub – Contact details are below) and the potential that the child may be taken into the care of the local authority or under the care of the police. In this case, a note will be left on the door before departure stating the number for the parent to telephone at the local authority. The school and staff maintain a duty of record keeping in regard to Safeguarding.

### **Missing Child:**

It is the responsibility of all staff to be aware of how many pupils are present at any time. During Holiday Club, staff rotas ensure that appropriate levels of supervision are in place at all times. If a member of staff sees a child moving away from his or her peers in an unusual direction or sees him or her in an inappropriate place or with an unidentified adult, the staff member must challenge the child and/or adult and take the appropriate action. If a member of staff becomes aware that a child is missing from his or her class/care at school the following procedures are undertaken:

1. The main office will be contacted, or The DSL must be notified immediately.
2. Messages and registers will be checked.
3. Information with regards to the child's last sighting and potential whereabouts will be gathered.
4. A systematic search of the school building will be co-ordinated by an adult. This will include all of the school grounds including field, playgrounds and car parks.
5. More staff will be released to search for the child, if required and available.
6. If the search is unsuccessful, sound the fire alarm for check of full school register.
7. Police to be informed about missing pupil after all the reasonable checking and searching stages have been undertaken or before if initial investigations raise bigger concerns (i.e. pupil seen getting to an unknown person's car). Common sense and flexibility are required, but probably no more than 45 minutes before police should be contacted. Give police details of circumstances and as much detail of pupil as possible (including clothing, home address, telephone number and photographs taken from CCTV).
8. The parents of the child will be contacted by a member of SLT/DSL at this stage.

### **Missing Child on an Outing:**

- Statutory ratios of adults to children are referenced in the planning of trips.
- All children are allocated a group leader according to the ratios.
- It is the responsibility of the group leader to ensure that they keep the children with them and continually check throughout the day that all are present.
- In the event that a child goes missing the Missing Child policy must be followed
- An immediate head count will be carried out in order to ensure that all the other children are present. Ensuring children are safe and supervised by staff, all other available adults will search the immediate vicinity.
- If there are other 'official' adults available e.g., within a zoo or attraction, contact an official immediately and ask them to enact their procedures e.g., a message over loudspeakers etc.
- The Head/DSL must be contacted.
- If the child is not found within 30 minutes, the Police will be contacted.
- The child's parents will be contacted at this stage.
- If possible, adults from school should be made available to travel to the site of the outing

### **Health and Safety:**

See whole school Health and Safety policy.

Risk assessments are in place for activities, and all are deemed to be appropriate for the group.

### **Equality and opportunity:**

See whole school Equality and opportunity policy.

### **Visitors (Linked to Holiday Club):**

During Holiday Club there may be visitors to the setting as part of pre-arranged activities. All visitors will be instructed to read the safeguarding leaflet upon their arrival and will be made aware of whom they will need to report concerns too (Holiday Lead directly where this can then be logged and actioned).

All visits are pre-arranged, and the ID of the person will be checked upon their arrival to the setting, including their DBS certificate and recorded on the SCR as per policy. The visitor will be added to the register stating the time of arrival and departure.

### **Visitors (Not linked with Holiday Club):**

During Holiday Club opening hours the wider school grounds may be used by external groups such as Grounds Maintenance, and cleaners. These events are discussed and agreed with the Holiday Club lead. Staff have the right to question anyone on school grounds to ensure their reasoning for being present. Holiday Club activities happen around the events and each therefore doesn't contribute to one another.

### **Staff Behaviour:**

All staff and adults maintain the standards as set out within the Staff Code of Conduct and have all had a DBS check to ensure their suitability to work with children and young people. Anyone without a DBS will not be left unsupervised with children or take part in supporting intimate care routines. All members of staff undergo safeguarding training to ensure they are aware of the indicators of abuse and can act upon their concern.

### **Emergency duty service**

**MASH Direct Number (URGENT0: 01432 260800)**

### **Holiday Club Contacts:**

Mrs Lerego/Mrs Dick/Mr Smith (Holiday Club Lead) [holidayclub@st-josephs.hereford.sch.uk](mailto:holidayclub@st-josephs.hereford.sch.uk)

Telephone – 01989 564655 option 4 Holiday Club

# Appendix 1

## St. Joseph's Catholic Primary School

"Treat others as you would like to be treated"



The Avenue, Ross-on-Wye, Herefordshire, HR9 5AW

Tel: 01989 564655

Email: [admin@st-josephs.hereford.sch.uk](mailto:admin@st-josephs.hereford.sch.uk)

Website: [www.st-josephs.hereford.sch.uk](http://www.st-josephs.hereford.sch.uk)

Headteacher: Mrs H. Francis

### St. Joseph's RC Holiday Club

#### Booking Form

Details of Child/ren attending:			
Forename			
Surname			
Date of Birth			
Family/Home details:			
Address			
Parent/Carer Name			
Telephone			
Email			
Additional Emergency Contact Name			
Telephone			
Email			
Additional Emergency Contact Name			
Telephone			
Email			
Dietary and Medical details:			
Please state any dietary or medical requirements			
SEND Information or Any Additional details:			
Please give details of any additional needs or requirements that your child may have: Please state any circumstances that we should be aware of:			

**Parental Consent (please tick which you give you consent to:****Photos taken and posted on:**

School Website	
Social Media	
<b>Permissions:</b>	
Permission to store data on Management Information System	
Permission to apply sun cream if required	
Administer first aid if required	
Administer medications if required	
Parent/Carer Signature	

**Sessions Required - please tick requirement and indicate if you would also like breakfast club (B), After hours (A) and hot lunch (L):**

	Monday	Tuesday	Wednesday	Thursday	Friday
Week commencing					

**Terms and Conditions:**

<b>Charges</b>	<p>All charges are payable in advance, before the end of the term that Holiday Club will follow on from, payment can be made using ParentPay, with cash or through a bank transfer.</p> <p>Charge for a day (9.00am-3.00pm is £28.00 for children aged 3 and over and £35.00 for <u>2 year olds</u>).</p> <p>Breakfast Club (8.00-9.00am) is £4.00</p> <p>After hours (3.00pm-4.00pm) is £5.00</p> <p>After hours (3.00pm-5.00pm) is £10.00</p> <p>A daily hot lunch is also available at a cost of £2.50</p>
<b>Bookings</b>	Bookings must be made in advance by Monday 9th February and a confirmation of booking will be sent
<b>Cancellations/Refunds</b>	You may cancel your booking at any time however refunds are not possible for places cancelled less than 24 hours in advance, without exceptional circumstances.
Parent/Carer Signature	
Date	