



Stanley St Andrew's Church of England Primary School

Breakfast & After School Club Policy

As a church school we believe that every person, every child, and every adult is unique and special with God given gifts and talents which is our job to nurture and cherish.

In order to assist our parents and support our children, Stanley St Andrew's Church of England Primary School operate our own breakfast and after school club in school. Our aim is to provide a relaxed and friendly environment where children are free to choose from a wide range of play and learning opportunities.

Breakfast Club

Breakfast Club is open from 7.30am – 8.45am with breakfast being served between 7.30am – 8.15am. Please ensure your child arrives before 8.15am if they would like breakfast.

We also have an Early Bird session which starts at 8:30am and does not include breakfast.

Our Breakfast Club does not need to be booked in advance.

We provide a variety of healthy breakfast choices for your child and we will take account of each child's special dietary needs.

After School Club

After School Club runs every weekday from 3.15pm till 6pm with the exception of the last day of the Spring, Summer and Autumn term when the club will close at the earlier time of 4.15pm.

We have three bookable sessions:

- 1 hour: 3.15pm – 4.15pm (or 4.15pm – 5.15pm (following any club activities))
- 2 hours: 3.15pm – 5.15pm (or 4.15pm – 6pm following any club activities)
- 2 ¾ hours: 3.15pm – 6pm

Bookings for the After School Club must be made with as much advance notice as possible and no less than 24 hours' notice. Any bookings that are requested with less than 24 hours' notice may be refused, particularly if the duration of the booking is for longer than 1 hour.

If your child is taking part in an activity club and will be attending the after school club afterwards, please advise the school office at the time of booking to ensure this can be correctly recorded on the after school club register.

Parents/carers are asked to notify the school office as soon as possible if their child is booked into the After School Club, but care is no longer needed. If we are expecting your child and they do not turn up, we will investigate where they are.

Children are offered a choice of healthy snacks while they are at After School Club and we will take account of each child's special dietary needs. If your child requires a more substantial meal, we ask that you send a packed lunch in for them and let the school office know that you have done so in order that they can inform the After School Club Supervisor.

Charges

Session fees for breakfast and after school club are set out in the school's Charging & Remissions Policy. This policy is reviewed annually by the governing body.

Breakfast Club Charges

Parents/carers will be charged for a whole breakfast club session if the child arrives before 8:30am regardless of whether they have breakfast.

There is also an Early Bird session which starts at 8:30am and does not include breakfast.

After School Club Charges

Charges are based on actual usage and not booking times.

The After School Club Supervisor will sign children out when they are collected by the parent/carer and the time of collection will be verified with the person who is collecting. Charges for After School Club will be based on the time when the child is signed out.

Free sessions for Pupil Premium Children

Children in receipt of pupil premium are entitled to ten hours of free breakfast/after school club sessions every school day throughout the school year. (For the purpose of these free sessions, breakfast club is classed as a one hour session). The school office will notify eligible parents of their entitlement in order to discuss their requirements.

Free Sessions for FOSS/Volunteers/Governors/Staff

Parents/carers who are attending FOSS meetings or volunteering in school and staff who are working in school between 7.30am and 8.45am and/or 3.15pm and 6pm are able to access free use of the breakfast/after school club. Children should still be booked in to after school club as usual and the reason for the booking advised at the time in order to ensure a charge is not levied. If you plan to use the breakfast club, you should inform either the breakfast club leader or office staff to ensure that you are not charged for the session.

Making Payments

Parents/carers can make payment for all school charges either by cash or cheque sent to the school office, or through the online payment system Parent Pay. Parents can also use childcare vouchers or the government's tax free childcare service to pay for breakfast and after school care. Please note that childcare vouchers can only be used to pay for breakfast and after school care and cannot be used to pay for school dinners, trips or activity clubs. For further information on childcare vouchers and the tax free childcare scheme, please contact the school office.

On starting at our school, families are set up with a Parent Pay account and a password and log in instructions will be issued. Any payments due will then be assigned to their Parent Pay account.

If parents/carers are separated, we are able to set up an account for each parent/carer if required. Please refer to our Separated Parents Policy for further information.

Failure to Pay

Unfortunately, failure to make regular payments for breakfast/after school club may mean that your child will be unable to attend breakfast/after school club and we may even look to start legal proceedings to recover any debt. We do however always try to work with our families to ensure this is avoided. As a small school we operate an open door policy at all times so that parents/carers can come and talk to us in confidence. The last thing we would want to do is place any additional pressure on families that may be experiencing financial difficulties.

Please see our Payment Policy for further information on the action we may take on outstanding payments.

Failing to Collect Your Child on Time

If you are going to be collecting your child later than you anticipated when booking, please call the school to let us know so that our staff and your child do not become concerned as to your whereabouts. Please note that if you are late to collect you will be charged for actual usage if this is different to your original booking.

We ask all parents to remember that our after school club closes at 6pm and this is the very latest you should collect your child. Please consider the impact on staff and their own families should you arrive later than 6pm. Late collections after 6pm will result in a charge equal to one hour of after school club usage.

If your child is collected later than 6pm on more than one occasion, we may consider excluding them from using the service.

Dropping Off Children

All children from Reception through to Year 5 who are attending breakfast club should be accompanied to the school gates on a morning by a parent/carer and should not be dropped at the top of the drive to walk themselves into school.

Collecting Children

All children from Reception through to Year 5 must be collected from the after school club either by their parent/carer or older sibling (over the age of 16). If a child is to be collected by someone who is not a parent or sibling, we will need to be advised of this before they are collected. We will not release a child without this information.

Year 6 children will be permitted to leave the school site on their own, but we must have written permission from parents/carers before we will allow this.

Closure Due to Exceptional Circumstances

There may be occasion when we are unable to open the breakfast club on time or at all due to bad weather or other exceptional circumstances. There may also be occasion when we need to close the after school club earlier, for example due to bad weather. If this is the case, we will endeavour to let all parents know as soon as possible.

If we do have to close earlier due to exceptional circumstances, charges will only be made for whole session brackets. For example, if your child attended for 1 hour and 20 minutes you will only be charged for one hour.

Sickness, First Aid & Medication

If a child becomes ill whilst attending a breakfast/after school club, we will contact the parent/carer and ask for the child to be collected. The child will then be looked after in a quiet area until collected. The child will be observed for any worsening symptoms. Medicines will only be administered in accordance with our administration of medicines policy. At least one member of staff will be trained in paediatric first aid.

School Expectations

Any behaviour which is likely to lead to the safety and enjoyment of others being compromised will be dealt with in accordance with our behaviour policy.

We will ensure that all parents/carers are aware of any changes to the club's policies and procedures.

We publish our terms of use for our breakfast and after school club and ask that all parents/carers who use the breakfast and/or after school club agree to the conditions set out in this document. See appendix A.

Comments & Complaints

We welcome suggestions from parents on ways in which we can improve our breakfast and after school club provision.

Should you have any complaints relating to our breakfast and after school club these will be dealt with in accordance with our complaints procedure.

Linked Policies:

- Charging & Remissions

- Separated Parents
- Complaints Procedure
- Payment Policy
- School Handbook for Parents
- Behaviour
- Administration of Medicines

Policy Review

This policy has been written by the school administration team in conjunction with the headteacher.

This policy will be implemented by the school administration team, the breakfast club leader & the after school club leader.

This policy was approved for use on 17 July 2023 by the governing body.

This policy will be reviewed every three years by the school administration team in accordance with our schools' policy delegation schedule.

We will review this policy earlier than the scheduled review date should there be any change in guidance or legislation related to this policy or should we feel that an earlier review is necessary.

Appendix A - Breakfast and After School Club Agreement



Stanley St Andrew's Church of England Primary School

Breakfast & After School Club - Terms of Use

We ask that all parents/carers who use the breakfast/after school club read and agree to the following terms and conditions of use.

Bookings

- Bookings for the After School Club must be made with as much advance notice as possible and no less than 24 hours' notice.
- Any bookings that are requested with less than 24 hours' notice may be refused, particularly if the duration of the booking is for longer than 1 hour.
- Parents/carers must notify the school office as soon as possible if their child is booked into the after school club, but care is no longer needed.

Signing Out & Charges

- Parent/carers must verify the signing out time at the end of each after school club session.
- It is the responsibility of the parent/carer to verify the time recorded by after school club staff when signing their child out as parents/carers will be charged based on the time recorded.
- If a parent/carer does not agree with the signing out time it must be raised with the after school club supervisor immediately.
- Charges are based on actual usage and not the session duration originally booked.
- Sessions are for 1 hour, 2 hours and 2¾ hours. We do not offer part sessions.
- If you are late collecting you will be charged for the next appropriate session time even if you are only a few minutes late.
- Parents/carers will notify the school if someone other than themselves or a sibling over the age of 16 will be collecting their child. If the school are not notified of this, we will not release your child until we have made contact with a parent/carer to verify who is collecting your child.
- Parents/carers will be charged for a whole breakfast club session regardless of what time their child is dropped off and whether or not they have breakfast.

Late Collections

- Parents/carers should not collect their child any later than 6pm.
- Late collections after 6pm will result in a charge equal to one hour of after school club usage and could result in your child being unable to use the after school club going forward.

Payments

- Parents/carers are required to make regular payments for their use of the breakfast/after school club using the payment methods set out in the Breakfast & After School Club Policy.
- If a regular payment for the use of breakfast or after school club is not made, or if an outstanding balance has existed for a long period of time, or if a large outstanding balance is being accrued, this may result in your child being unable to use the breakfast/after school club and legal proceedings.

General conditions

- Parents/carers are asked to keep school informed of any changes that may affect their child's wellbeing.
- Parents understand that the school's behaviour policy applies to time spent in the breakfast and after school club.
- Parents/carers must ensure that school are notified of any changes in authorised persons able to collect their child, changes of address and telephone numbers, health conditions and any other changes that may affect their child.
- All parents/carers have read and understood the breakfast & after school club policy.

Updated July 2023