

**St John's Church of England VA Primary School**



# **Breakfast and After School Club Policy**

**Agreed by the SLT**

**Agreed: March 2026**

**Review: March 2027**

# St John's Church of England VA Primary School

## Before and After School Club Policy

### Sharing joy and hope in the community

***When considering matters of the care of children in After School and Breakfast Club it is important for all the school community to reflect, considering our vision statement, 'Sharing joy and hope in the community'; along with the school values Respect, Compassion, Friendship, Service and Endurance. Through this we will ensure we are guided into good decisions to support all those in the St John's community.***

#### **Legal framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc Act 1974
- Children Act 2004
- Equality Act 2010
- Children and Families Act 2014
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2022) 'Keeping children safe in education'
- DfE (2016) 'Wraparound and holiday childcare'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Attendance Policy
- Data Protection Policy
- Safeguarding and Child Protection Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- Anti-bullying Policy
- Complaints Procedures Policy
- Health and Safety Policy

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### **1. Statement of intent**

St John's Church of England Primary School believes in creating a safe, welcoming and stimulating environment for all the children in its care. The school believes that a safe social atmosphere helps children of all ages to develop their social skills and confidence.

In order to help and support parents and carers the school aims to provide affordable and convenient wraparound care. Breakfast and After School clubs are made available to children aged 4 to 11, allowing parents/carers more flexibility with their working hours.

The clubs cater for up to 20 children at a time, ensuring that there is a staff to child ratio of 1:10 at all times.

Wraparound care will always have appropriate safeguarding procedures.

### **2. Organisation**

St John's Church of England Primary School provides Breakfast and After School Club care for pupils between the ages of 4 and 11.

Places are offered on a first come-first served basis. If all places have been filled a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the club.
2. Those requiring the greatest number of sessions/hours per week.

The clubs are provided Monday to Friday, term time only and excluding INSET days. In exceptional circumstances, the school reserves the right to cancel the clubs. Appropriate notice will be provided.

### **3. Registration, Bookings and Payment**

Parents/Carers must complete a registration form before their child/children can attend. **Please allow 3 working days after submitting your form for Scopay to be updated and sessions available to book.** All bookings must be made via Scopay, **all sessions must be pre-paid at the time of booking.** If sessions have not been pre-booked and paid in advance, this will result in your child being unable to access the childcare. Sessions are non-refundable, unless the session is cancelled by the school.

We accept voucher and tax-free payments. Parents that wish to pay via tax-free childcare need to provide the school office with details of any payment they have made, including payment reference, child's name, date of payment and amount. This will need to be one week in advance of booking sessions. Once the payment is received, this will be credited against your child's Scopay Account and you will be able to use it to pay for sessions. Failure to provide these details within the specified timeframe, provides the school with the right to withdraw a child's place.

### **4. Bookings**

All bookings must be made via Scopay. Telephone bookings will only be authorised in exceptional circumstances.

All sessions are non-refundable unless the school is closed due to unforeseen circumstances.

Charges are set out in the Breakfast and After School Club booking forms. These are reviewed annually by the Governing Board.

### **6. Arrivals & Departures**

The safe arrival and departure of the children is paramount. A Parent/Carer must accompany the child to breakfast club and collect the child from the from after school club.

An accurate record will be kept of all children in the clubs and any arrivals or departures are recorded in the registers. The registers are kept in an accessible location on the premises at all times.

Children can only be collected by an adult authorised to collect them on their registration form or through informing the school office in advance of the collection via email.

If a child is booked into the club but does not attend registration, the designated staff member will check if the child was present at school that day. If the whereabouts of the child is not known, staff will immediately inform the Designated Safeguard Lead or Headteacher and follow our missing child procedure.

## **7. Punctuality**

Parents/Carers arriving later than 17:30pm are subject to a charge of £1.50 for every 15 minutes they are late. These charges will be added to the Scopay account. Failure to pay these charges may result in withdrawal of a child's place.

In case of an emergency when children need to be evacuated from the building the register must be taken and the school's fire or critical incident plan followed. Pupils will line up on the KS1 playground.

## **8. Breakfast Club**

Breakfast Club is open from 8:00am – 8:40am. No breakfast is served after 8.15am. Children are not permitted to bring their own breakfast. Breakfast Club is based in the Nurture Room.

## **9. After School Club**

After School Club is open from 15:15pm – 17:30pm.

Snacks will be served at 16.30pm. Food allergies are taken into consideration. Water is offered to drink throughout the session.

**Note:** The short session will no longer be available. Parents may collect children earlier but the full session fee will apply.

## **11. Staffing**

There are two members of staff in attendance at each club, but this may fluctuate to meet the needs of the club. Provision of a suitable breakfast and light snack is included and staff ensure the children have activities to occupy them.

A variety of indoor and outdoor activities, games and crafts are offered in a safe environment.

## **12. Health and Safety**

The School Health and Safety Policy covers both Clubs.

All staff have a basic first aid qualification and accidents will be recorded in the club's first aid record book. There is always a Paediatric First Aid trained member of staff and a First Aid at Work trained member of staff on site.

All electrical equipment is PAT tested.

The School Lockdown, Fire Procedure and Critical Incident policies apply to After School and Breakfast clubs.

## **13. Inclusion**

Wherever possible, pupils with Special Educational Needs or physical disabilities are included, as long as the physical and emotional well-being of both staff and pupil can be assured. Children do need to be continent before being offered a place at the club.

We reserve the right to cancel the place if we feel we are unable to meet the pupils physical and/or emotional needs.

## **14. Safeguarding**

The After School/Breakfast Clubs follow the Behaviour Policy, a copy of which is on the school website. No child will be admitted to the club without the relevant registration forms.

The child's details including medical conditions, parental contact details/emergency contact details are kept by the clubs. It is the responsibility of the Parent/Carer to ensure that all details are up-to-date.

All staff have a current enhanced DBS.

## **15. Uncollected Children**

After School Club will ensure that all pupils are collected by a Parent/Carer at the end of each session, or any other emergency contact as detailed on the registration form.

If a pupil is not collected at the end of a session, and the Parent/Carer has not notified the club of a delay, the following procedures will be adopted:

#### *Up to 15 minutes late*

- When the parent/carer arrives, they will be reminded that they must call the club if they are delayed.
- The parent/carer will be informed that penalty fees will be charged.

#### *Over 15 minutes late*

- If a Parent/Carer is more than 15 minutes late, the After School Club leader will try to make contact.
- If there is no response, messages will be left requesting contact is made immediately. The After School club leader will then call the emergency contact provided on the data collection sheet.
- Whilst waiting to be collected, the child will be supervised. When the Parent/Carer arrives, they will be reminded that they must call the club if delayed, and that a penalty fee be charged.

#### *Over 30 minutes late*

- After 30 minutes, the After School Club leader will notify the DSL who will contact Children's Social Care for advice.
- The child will remain in the care of school staff until collected by a nominated adult or placed in the care of Children's Social Care.